<------THIS MANUAL WORKS WITH NAVIGATION PANEL CLICK ON THE BOOKMARK BUTTON

EARO Software
IT can be done
EARO SOFTWARE
Point of Sale Software and Hardware |
Point of sale software for restaurants, fast food outlets, bottle stores, butcheries, supermarkets and retail.
info@earo.co.za | +27 11 869 2954 | +27 11 869 9963 | www.earo.co.za

The Retail Manager Version 7.1 User Manual
Back Office

Earo Software CC

65 Camborne Road,

New-RedRuth, Alberton

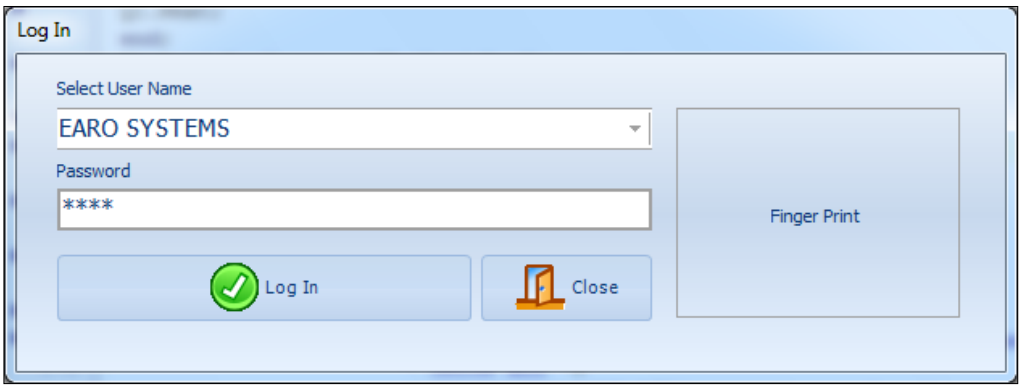
1448

Tel: 011 869 2954

info@earo.co.za

www.earo.co.za

Information contained in this manual may change at any time without notice. All images and text are the sole property of Earo Software cc and may not be copied or used without prior consent by Earo Software cc.

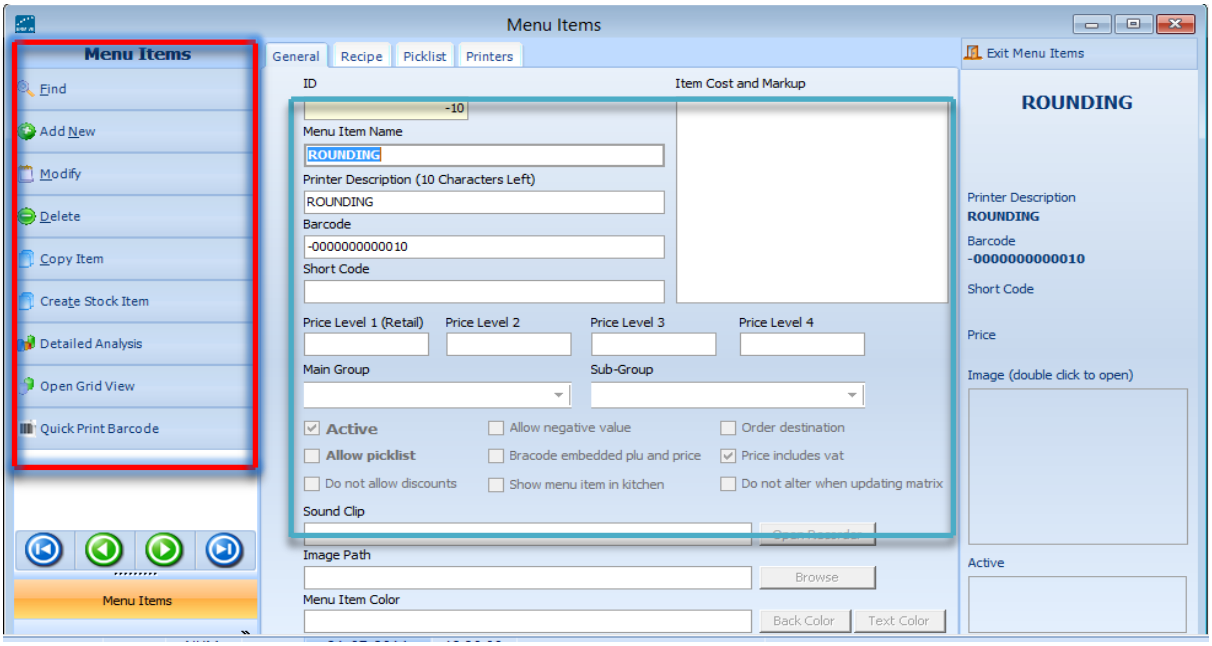


Log In Screen

Here you will choose your user name from the list and enter your password to access the Retail Manager back office software. You can set up users with access in your staff set up file which is covered later in this manual.

1 Menu Options

1.1 Menu Items



The green box represents the menu items information, this is where you can enter new menu items information or change an existing ones information. There are also check boxes that detail some additional options of the item that should be looked at and selected accordingly. <u>The red box represents your control buttons for menu items.</u>

Search:
Opens a search dialogue where you can search for menu items by numerous criteria including name, price, group, bar code etc...

Add New:
Allows you to enter a new menu item.

Modify:
Allows you to modify the current menu item on screen.

Delete:
Deletes the current menu item on screen.

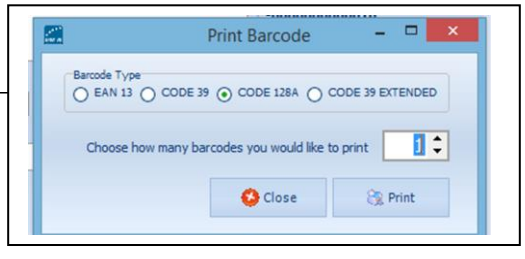
Copy Item:
Creates an exact duplicate of the item ready to make some minor changes if required.

Create Stock Item:
Creates exact stock items from the current menu item.

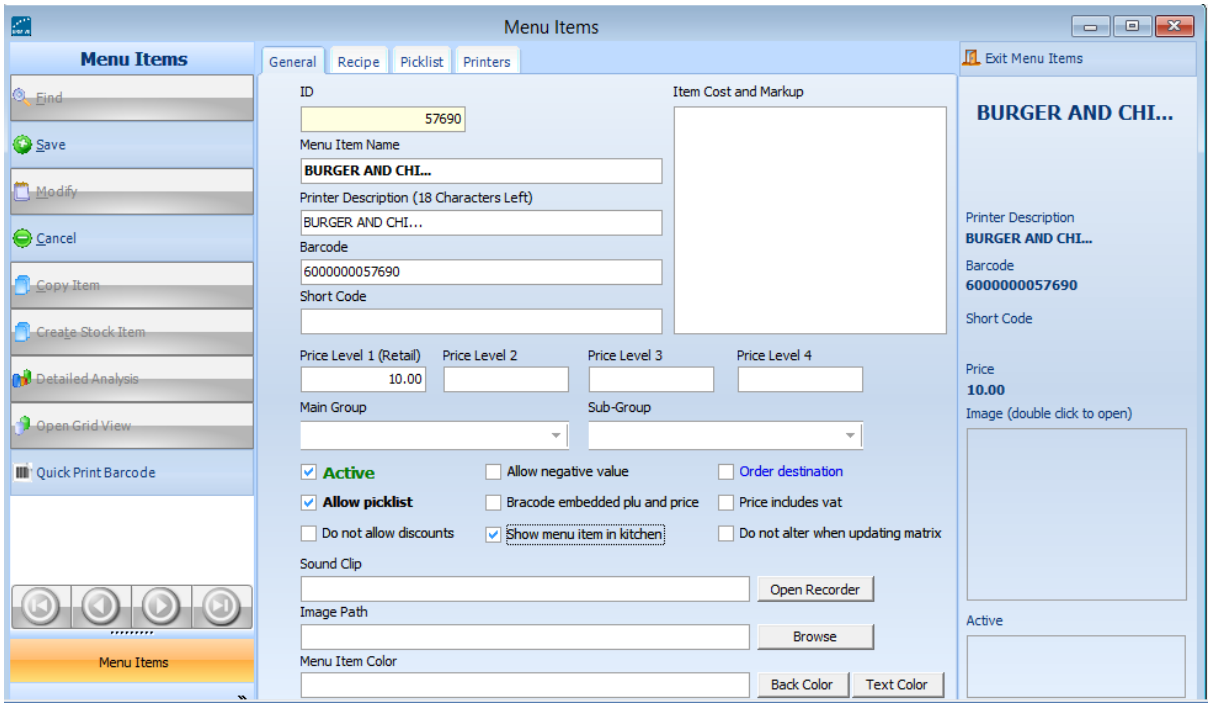
Detailed Analysis:
Prints a report of the menu item on screen detailing its selected options.

Open Grid View:
Opens a excel style grid view of your menu items database.

Quick Print Barcode:
Opens barcode printing options for the current menu item.



ADDING THE MENU ITEM



Click on add new button (when doing this the add new button and delete button changes to a **save button** and **cancel button** respectively).

Enter the menu items information in the respective fields, Item name, Price, etc.

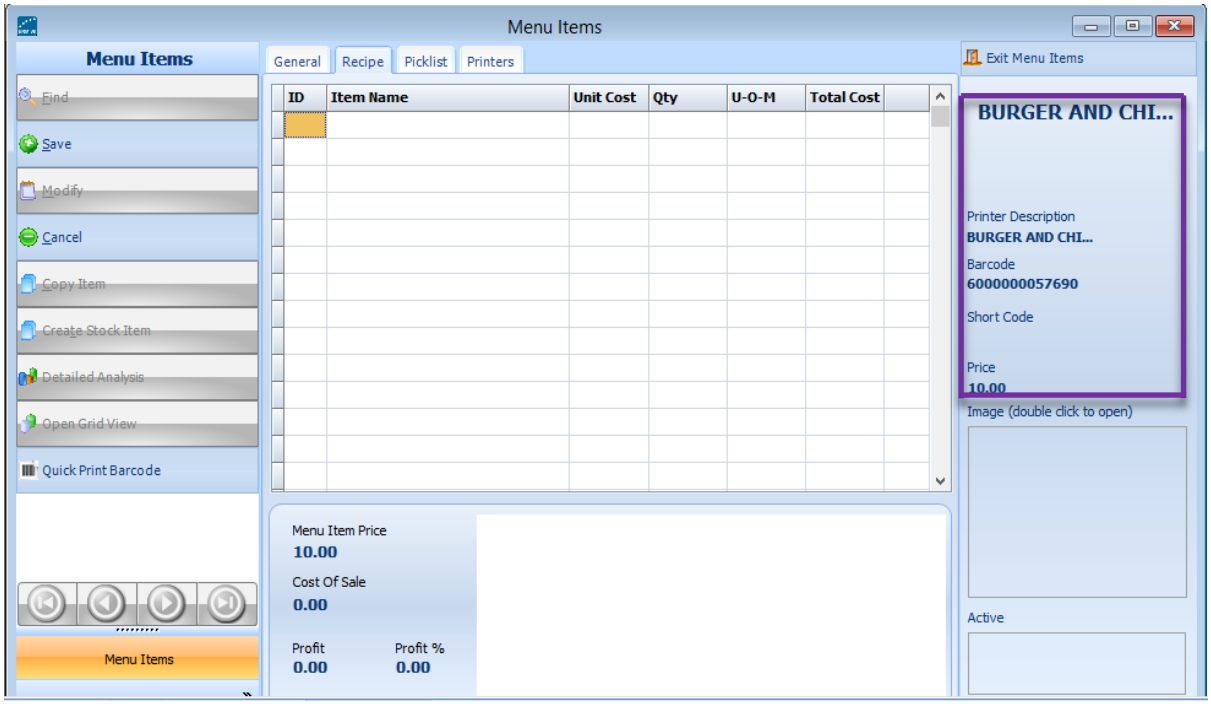
Click on the save button.

A new menu item will now be saved to your database.

If this is a new installation with a blank database it is recommended that you enter all menu items first before continuing – this will speed up the process of creating your menu items database.

Linking your stock to your menu item

Go to menu options group and click on the menu items button.
Navigate to or search for the menu item that you want to work with and click on its **recipe tab**

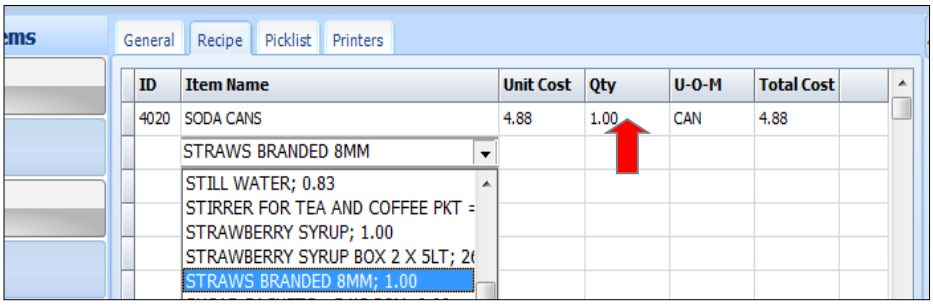


ADDING THE RECIPE

The purple block represents the menu items information that you are busy with

4we should begin by "modifying" the menu items information by clicking on the **MODIFY BUTTON.**

Click on the grids first row under the column "**ITEM NAME**". Start by typing the stock item name or double clicking on the row, a selection box should appear listing all your active stock items.

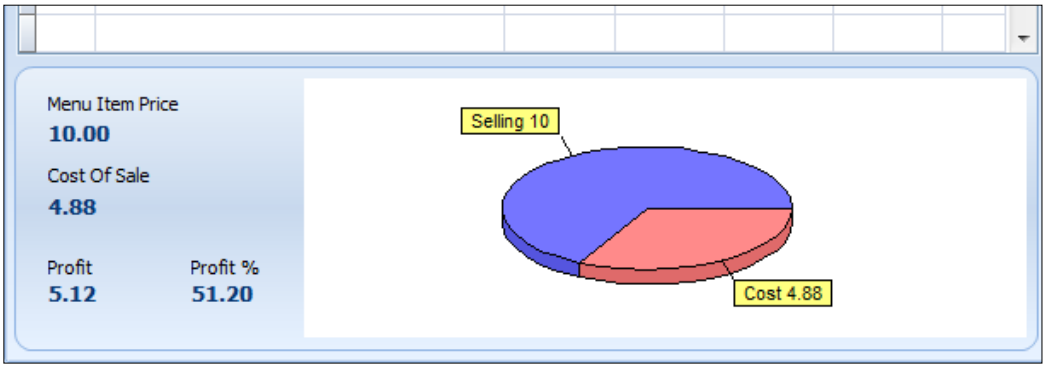


Select the appropriate stock item and press enter on your keyboard to "save the line". Also remember to enter the "**QTY**" of how much of the stock item you would like to link (when working with weighted or measured items like sauces or spices you can use delimited quantities i.e. 0.20 Lt/Kg = 20ml/20gr)

Complete the linking process by clicking on the save buttons much like when adding a new menu item.

The system can now calculate:

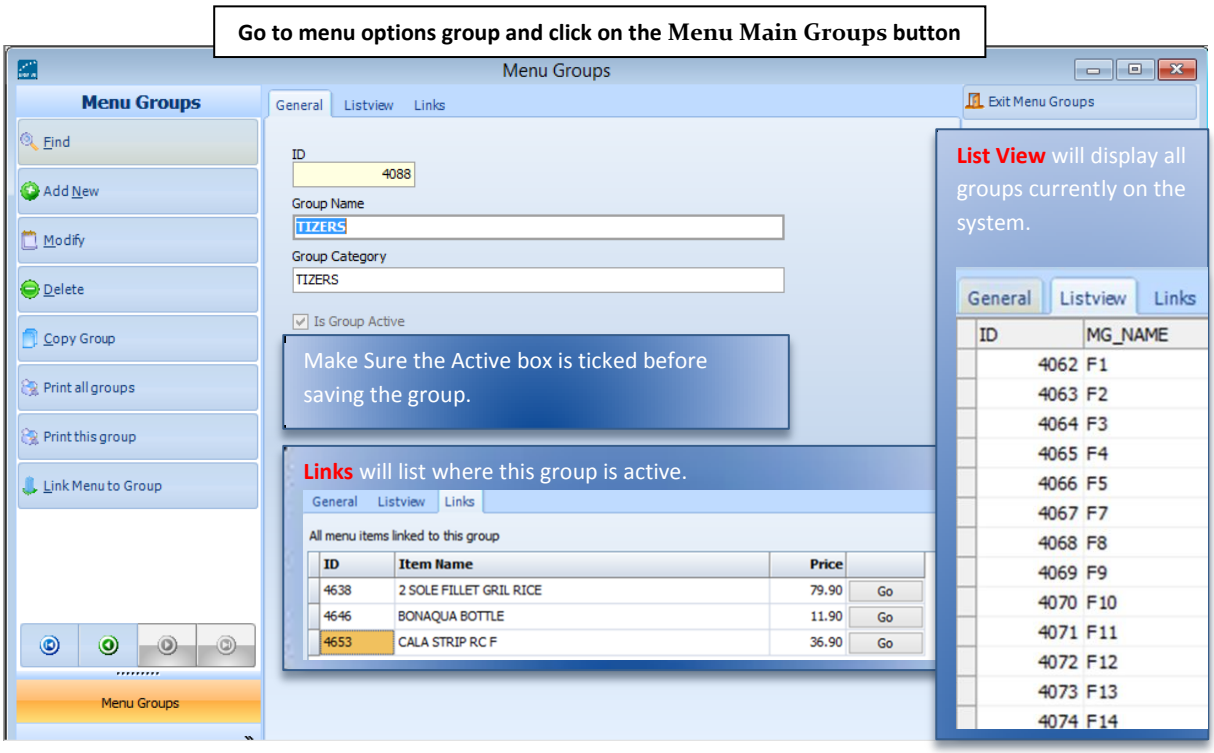
Profit Value |Theoretical Gross Profit |Cost of sale



You can link multiple stock items to a menu item or link only one; if you are a restaurateur you might want to link multiple stock items to a single menu item for example:
1 x cheese burger = 1x patty + 1x bun + 1x cheese slice + 0.04 lettuce

If this is a retail environment a single link would suffice for example:
1 x 2L Coke = 1 x 2L Coke

1.2 Menu Main Groups



Search:
Opens a search dialogue where you can search for main groups.

Add New:
Allows you to enter a new menu group.

Modify:
Allows you to modify the current group on screen.

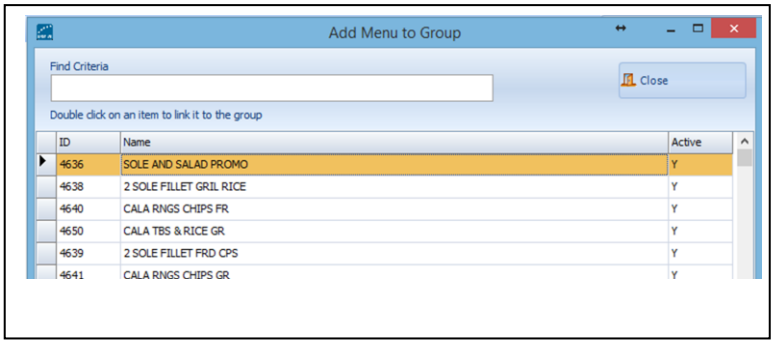
Delete:
Deletes the current group on screen.

Copy Group:
Creates an exact duplicate of the group ready to make some minor changes if required.

Print All Groups:
Prints a report of all active groups on the database detailing the selected options.

Print This Group:
Prints a report of the group on screen detailing its selected options.

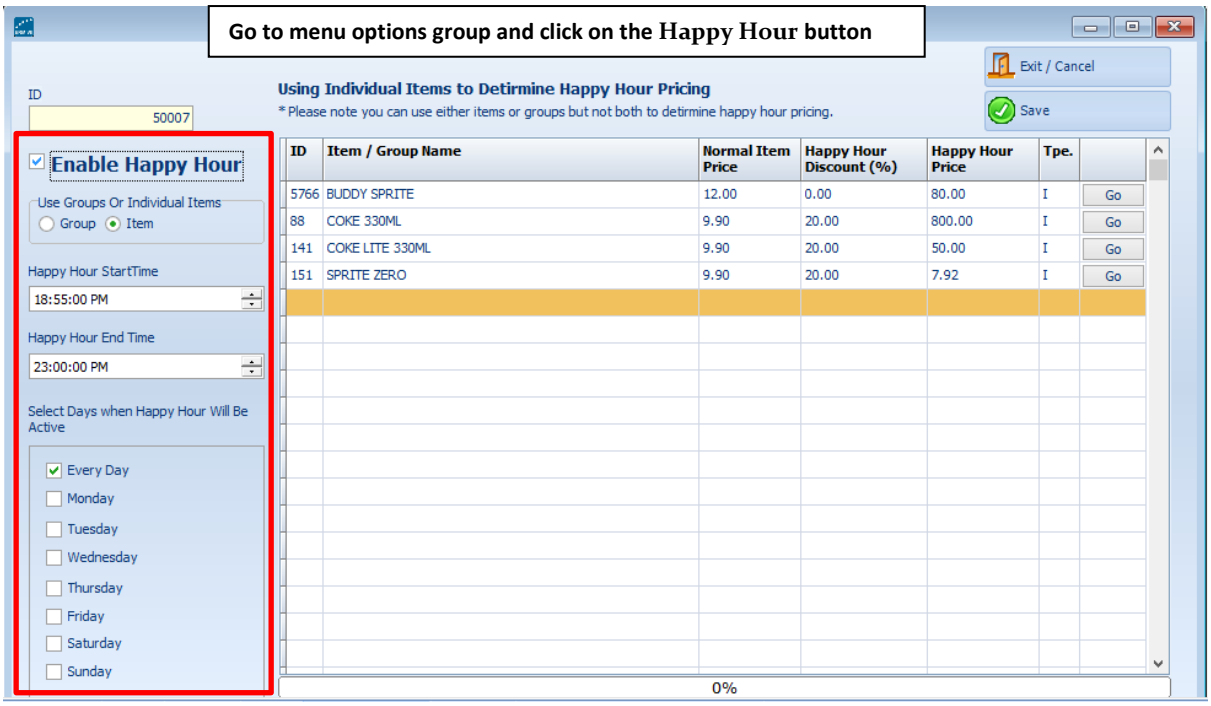
Link Menu To Group:
In the menu groups form click on the "add new button" fill in the required fields and click on the "save" button. A new menu group has now been created. You will now need to assign the group to its respective menu item. To do this click on the **"Links Tab"** and click on the **"Link menu to Group"** button. A new window will appear showing all your menu items; simply double click on the menu item to assign the group to it.


Add Menu to Group
Find Criteria
Close
Double click on an item to link it to the group
ID
Name
Active
4636 SOLE AND SALAD PROMO Y
4638 2 SOLE FILLET GRIL RICE Y
4640 CALA RNGS CHIPS FR Y
4650 CALA TBS & RICE GR Y
4639 2 SOLE FILLET FRD CPS Y
4641 CALA RNGS CHIPS GR Y

1.3 Menu Sub Groups

please refer to section 1.2 as the sub group section work exactly the same as the main group section of the software. The sub group option is for additional groups when a selected menu item belongs to two types of groups.

1.4 Happy Hour



HAPPY HOUR SECTION

Happy hour will allow you to make and setup special for the store at any discount of your choosing and it will run on the day and time frame you set it up.

ACTIVATING THE HAPPY HOUR

The red block consist of the controlling of happy hour,

From top to bottom

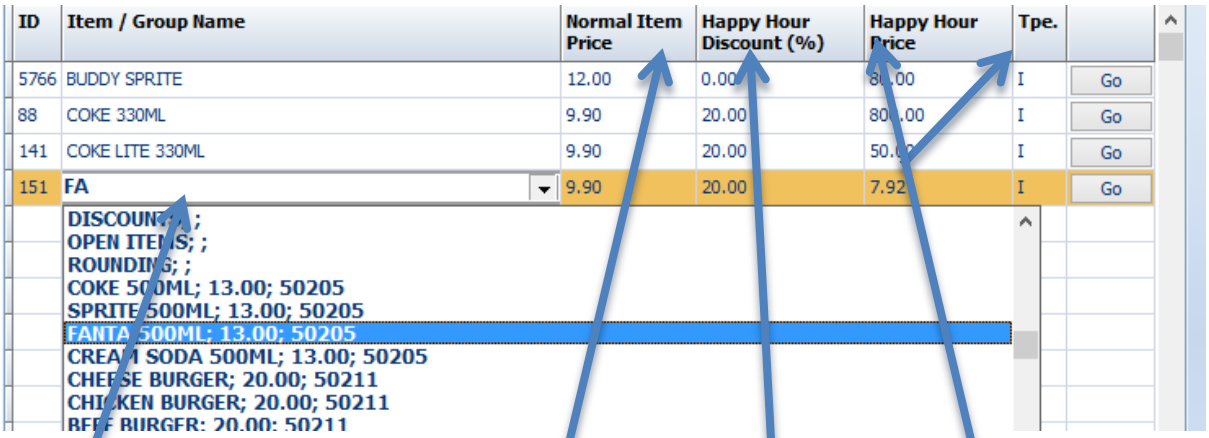
*__Enable Happy Hour__ = having this function ticked will let the system know the happy hour is active and ready to run.

*__Use Groups Or Individual items__ = When you have the group circle⭕ ticked any groups you put in the list will apply to all item associated with that group Example (CANS GROUP) then all cans will run the discount price. If you have the item circle⭕ ticked then you can list any item you want mixing the happy hour run.

***Happy Hour Star\End Time** = Adding the time will let the system know when the happy hour should start and en between the selected times you have insert the discounts on the selected item will be active and will remain at discount price until the time passes the end time you have selected.

***Select Days When Happy Hour Will Be Active** = By using the circle tick box you will be able to choose the day you wish the happy hour need to run so the program can automatically active the happy hour on the selected days and you don't need to re-enter the items every time you wish to run happy hour

LISTING THE ITEMS


ID
Item / Group Name
Normal Item Price
Happy Hour Discount (%)
Happy Hour Price
Tpe.
5766 BUDDY SPRITE 12.00 0.00 I Go
88 COKE 330ML 9.90 20.00 I Go
141 COKE LITE 330ML 9.90 20.00 I Go
151 FA 9.90 20.00 7.92 I Go
DISCOUNT; ;
OPEN ITEMS; ;
ROUNDING; ;
COKE 500ML; 13.00; 50205
SPRITE 500ML; 13.00; 50205
FANTA 500ML; 13.00; 50205
CREAM SODA 500ML; 13.00; 50205
CHEESE BURGER; 20.00; 50211
CHICKEN BURGER; 20.00; 50211
BEEF BURGER; 20.00; 50211

Highlight one of the lines or simply double click and a drop box will appear which you can find the item you are looking for, alternatively you can type the item and the system will jump to the item, after the item is highlighted press **ENTER** key for the system to capture it.

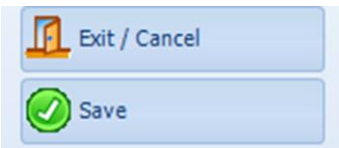
This display the happy hour price after discount along with the type where I means it's a item and G means it's a group.

This section will display the normal price of the item listed for happy hour.

(Retail Price Before Discount)

Here you will be able to input the discount amount please note that it works on percentage % and will discount the item to the percentage amount you enter.

The save and exit buttons are for when you are done with the setting up your happy hour section, Save will save the happy hour and make sure the **ENABLE HAPPY HOUR** box is ticked. Exit\Cancel will close the happy hour section losing all changes.

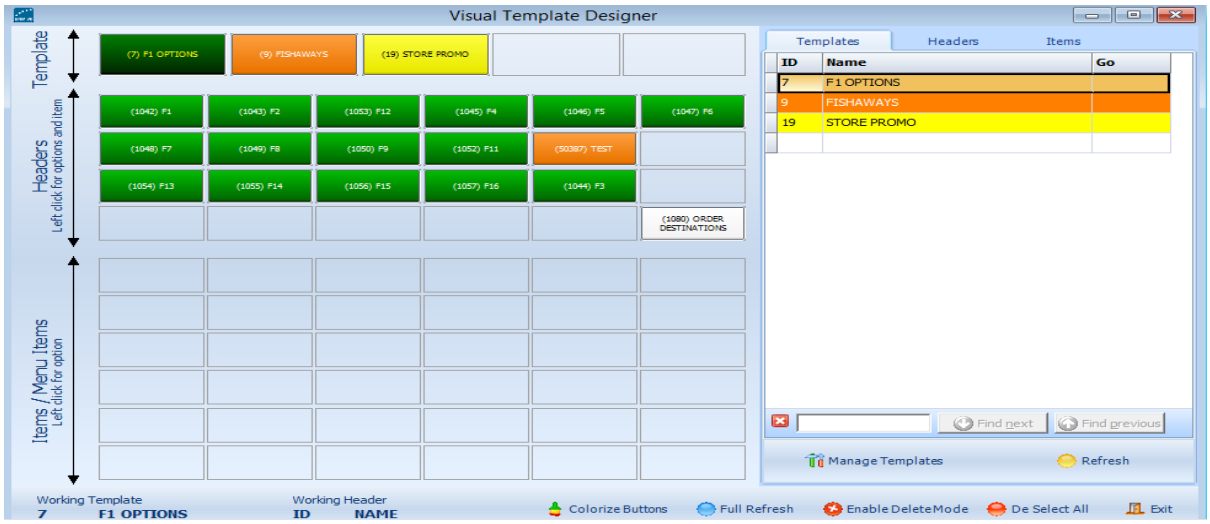


1.5 POS Layout

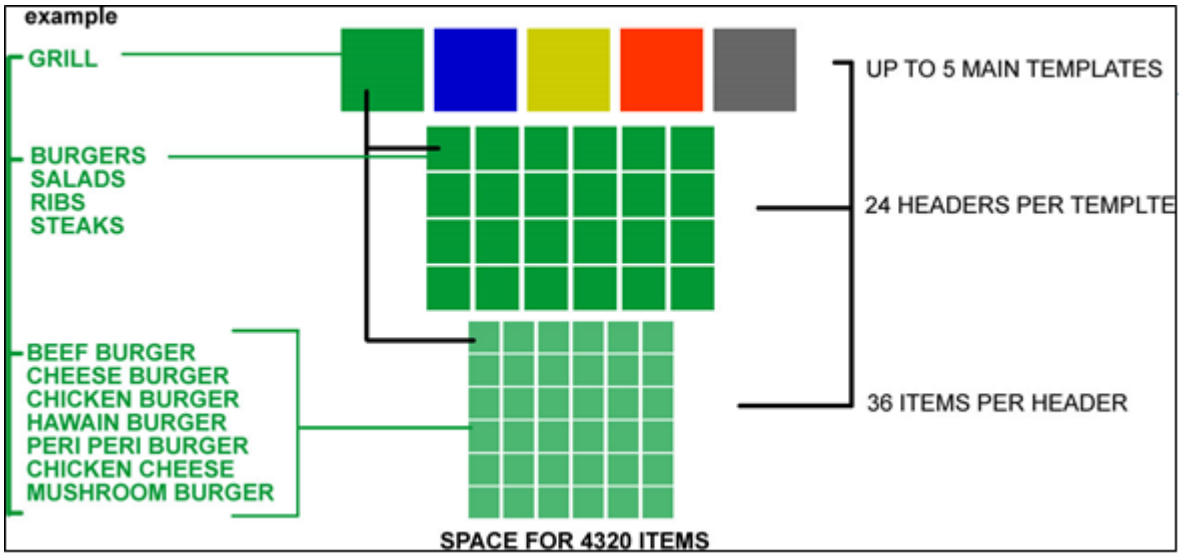
Setting up your touch screen software layout

If you do not use the Touch Pos 7 software for your tills but use the Scan Pos 7 software this section does not apply to your system and can be skipped.

Go to menu options group and click on the **POS layout** button.
The POS layout form will open in the control area.

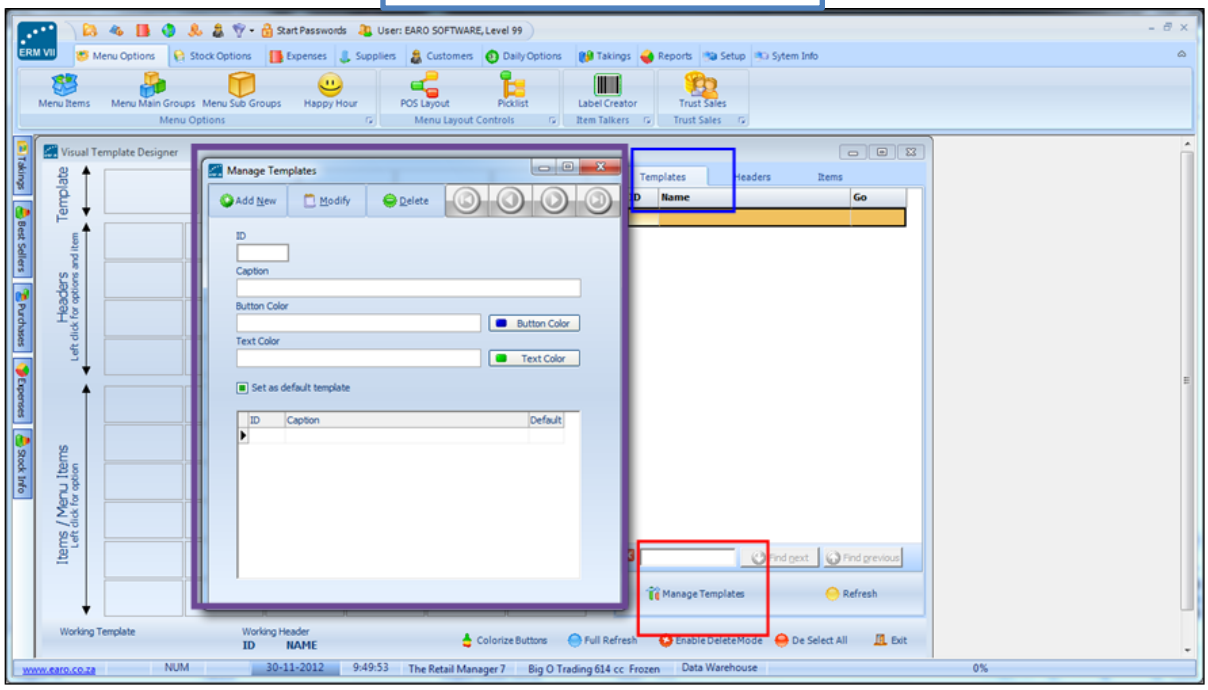


A quick explanation of the touch layout and how it functions

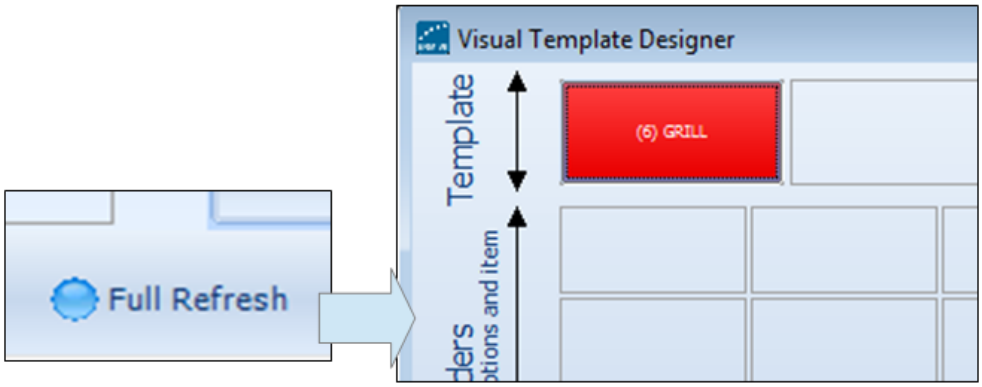


Let's say your restaurant consists of a Bar, Grill and Pizzeria. We will then create 3 MAIN TEMPLATES namely "BAR","GRILL" and "PIZZA". Under the "GRILL" template we will then add headers like "BURGERS", "SALADS", "RIBS", and "STEAKS" etc... We then link our menu items that we have in our menu items database to the individual headers for instance if you select your "GRILL" template, then select your "BURGERS" header all the menu items that are burgers will be shown like your "BEEF BURGER", "CHEESE BURGER" etc...

Creating a main template



Click on the templates tab depicted by the blue block, then click on the manage templates button depicted by the red block, the manage templates form will pop up, this is where you can create new templates or change existing ones. To add a new template click on the add new button at the top left hand corner of the screen. Give your new template a caption (name) and choose it's colours, if you would like the template to be the first one that the cashiers see when switching on the tills put a check in the “Set as default template check box” (NB: there must be at least one default template selected), once done click on save.

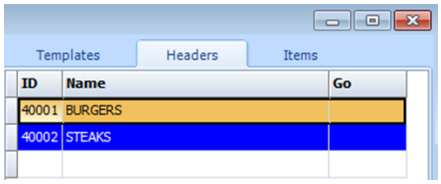


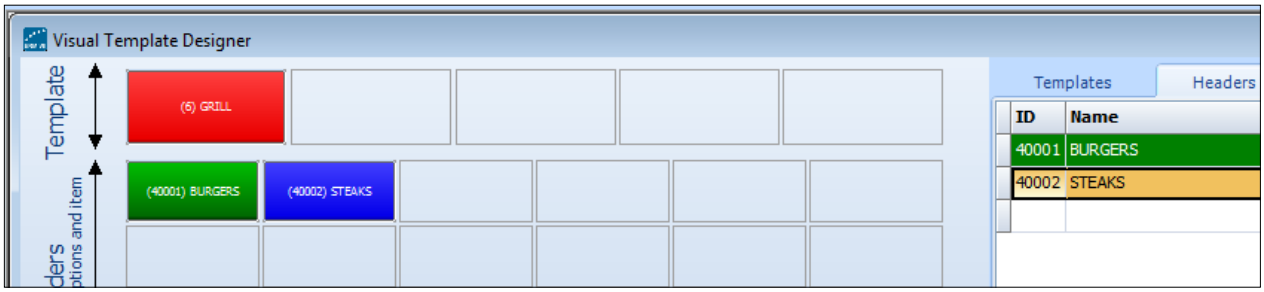
Once this is done close the manage templates form and click on the “Full Refresh” button, you will see your newly created or modified template appear at the top under the templates section.

Now that we have a template we can create and “drop” headers under that template.

Almost exactly the same as with templates you click on the “Headers Tab” click on “Manage Headers” and proceed to add as many headers as required(NB: remember to tick the “Active” check box if you would like to use the header)

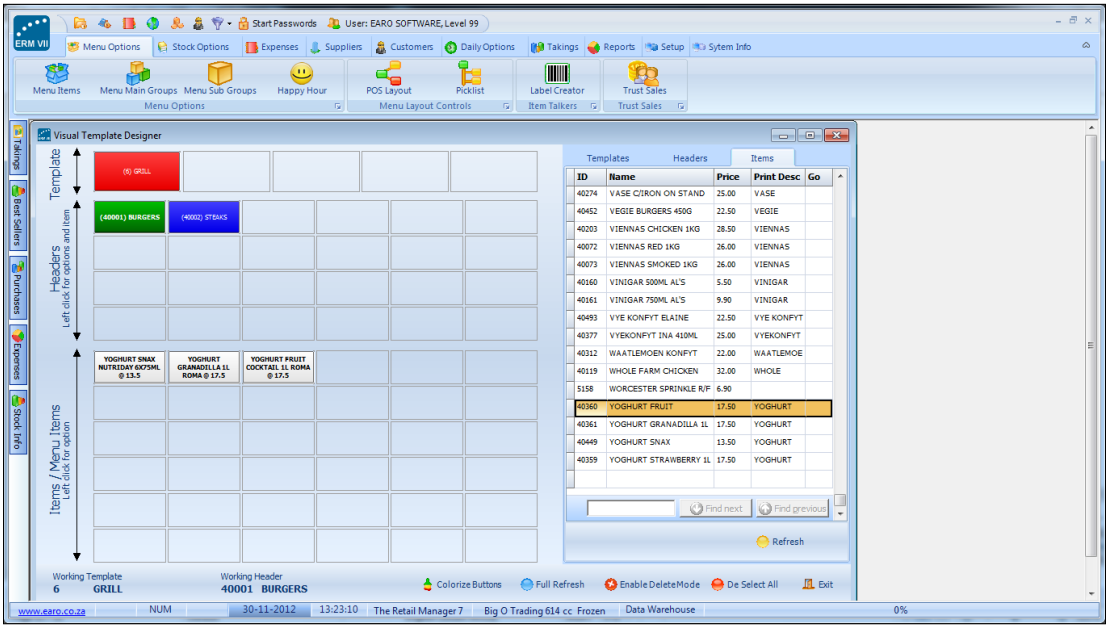
Once you close the “Manage Headers” form the grid will be populated with your newly created or modified headers.





Thereafter simply double click on the name of the header and click on an empty block to drop the header under the template.

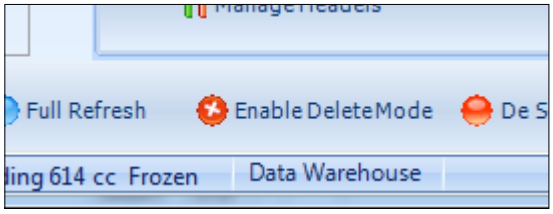
The next thing to do is drop menu items under the headers. To do this click on the items tab, double click on the menu item and click anywhere on an empty box to drop the item under the header. The items grid is populated by your menu items database so if you have already set up your menu database the items grid should be fully populated by your menu items database. *NB: if you click on a menu item a pop up*

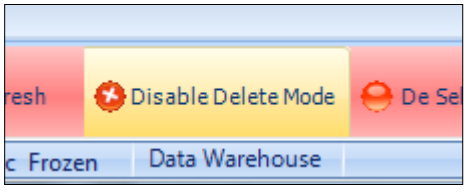


Menu will appear with some options like: Change colour, go to menu item and move to new index, the same options apply to the headers.

If you need to remove a button from the headers or the items you can click on the enter “Enable delete mode” button.

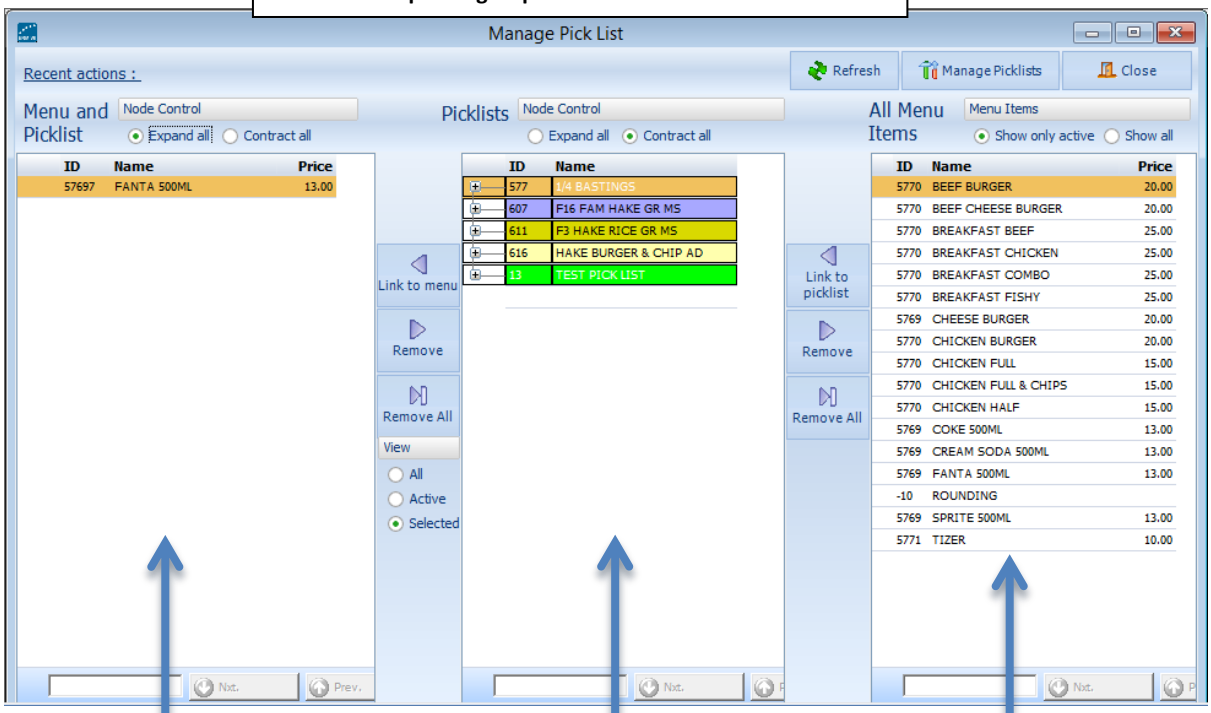
Once in delete mode the bottom panel will change to red. Any button that is clicked on the layout will get deleted from the layout.





1.6 Pick list

Go to menu options group and click on the Pick List button

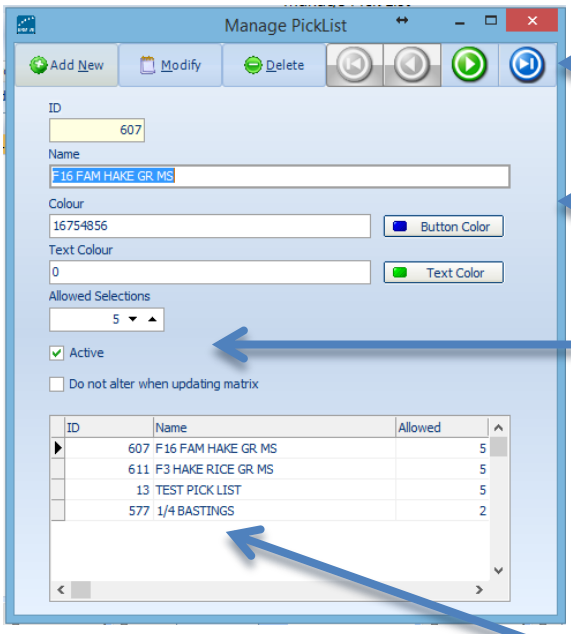


This box will display all current active pick list menu items in on the system. If the item does not appear here but is on system instructions will be in next section of picklist.

This box will display all active pick list you have created in the manage pick list section view below to see how to add (Manage) pick list.

This box will display all of the menu items on the system regardless of the active pick list you will also start setting up your pick list from this side.

To access the manage pick list option simply click on the manage pick list button on the top right of the pick list window.



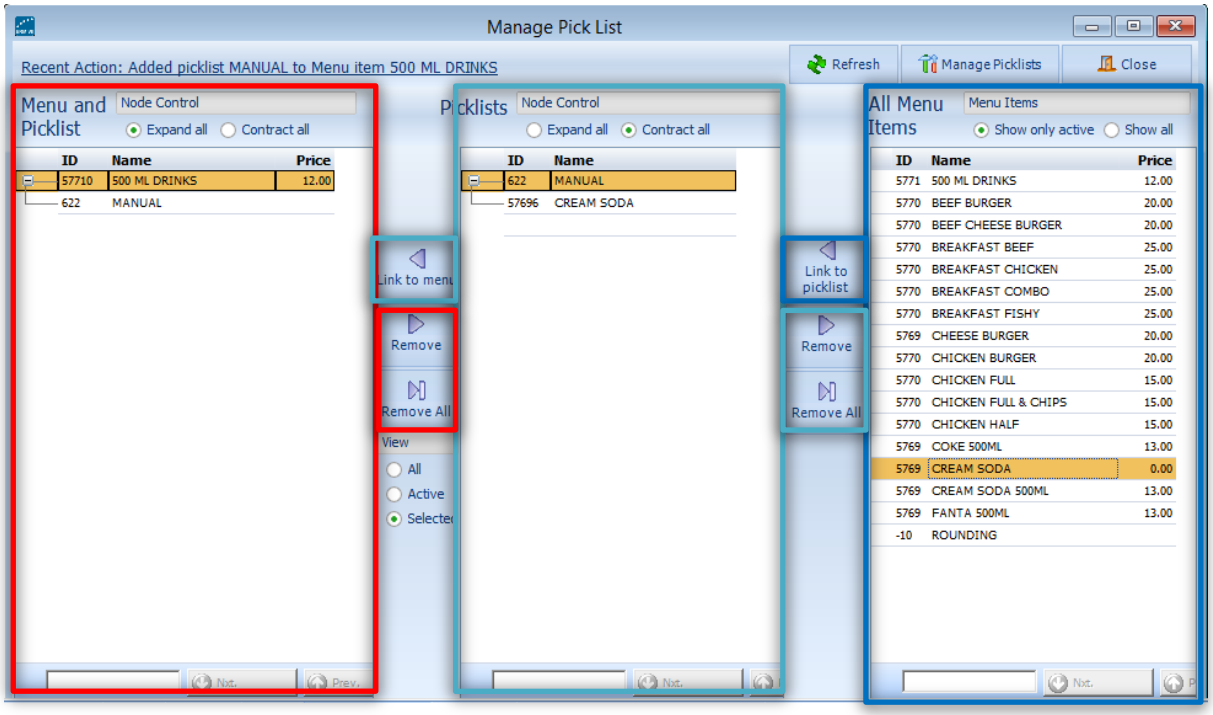
This section you can choose to add new Pick list edit (Modify) or Delete it completely.

This will be the name of the pick list for example (Buddy Flavours) you can also choose the button colour and text colour.

Allowed selection is the amount of time items can be selected under that pick list for the current order for example if t is one only 1 flavour can be selected. Make sure the **ACTIVE** is ticked or else the pick list won't work. The Do Not Alter When Updating Matrix is recommended off.

This section will display all current pick list items you have setup it will also show the allowed selection number next to the name.

LINKING YOUR PICKLIST TO YOUR MENU ITEM



BLOCK BLUE (STEP 1)

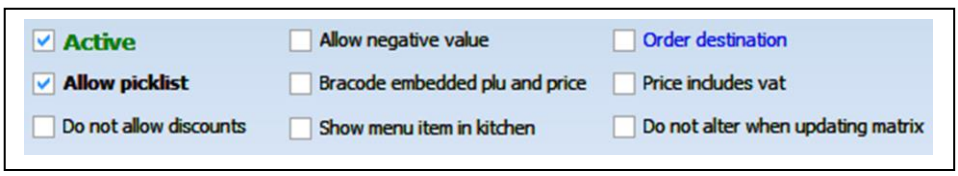
This section holds all the menu items on the system after you created a pick list using the manage pick list section, you can now begin linking your menu items **Block Blue** to your pick list **Block Green**, you need to find the item\s you want to link and highlight it you will see between **Block Blue** and **Block Green** there is a button **Link To Pick List** this will link it to the highlighted pick list in the **Block Green**, you will notice after clicking the button link to pick list there will be a +\- function next to the pick list name **Block Green** witch will expand and contract the items under that pick list.

BLOCK GREEN (STEP 2)

This section holds all your pick list groups. After you completed step 1 the same applies when linking the pick list to the menu item highlight the pick list you want **Block Green** and you will see between **Block Green** and **Block Red** there will be a button **Link To Menu**, highlight the menu item you want **Block Red** for the pick list to be added under then simply click **Link To Menu** and the pick list will now apply to that menu item in **Block Red.**

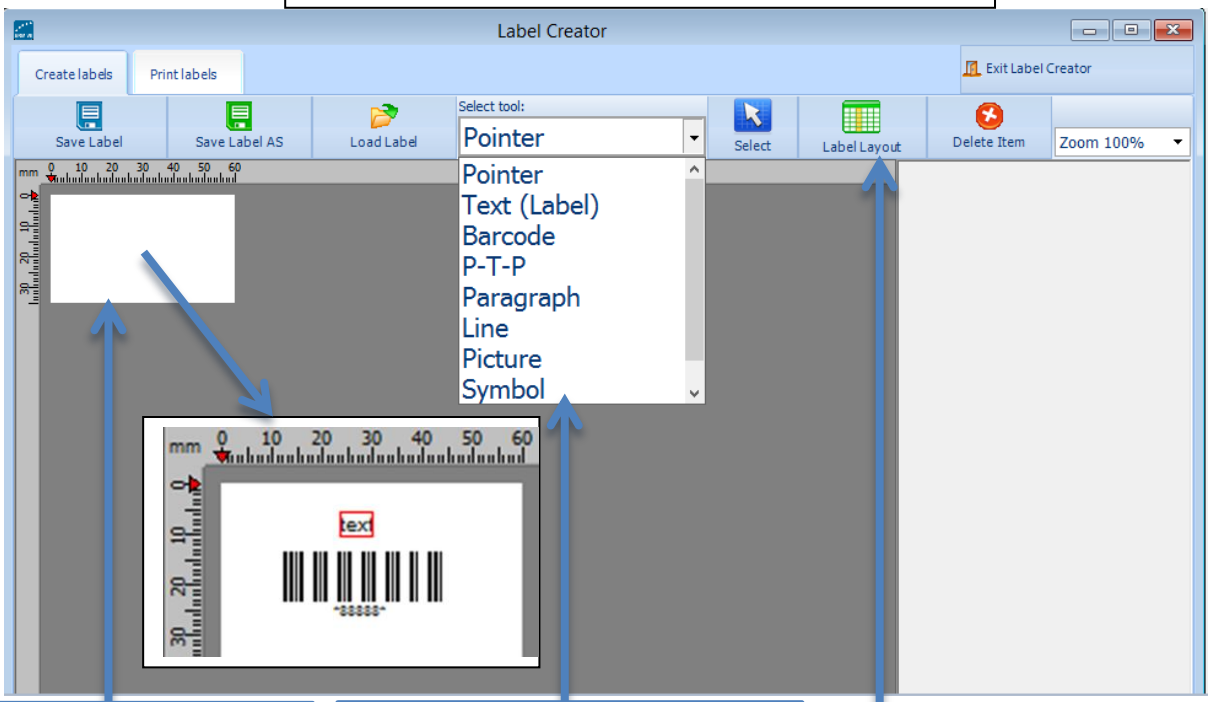
BLOCK RED

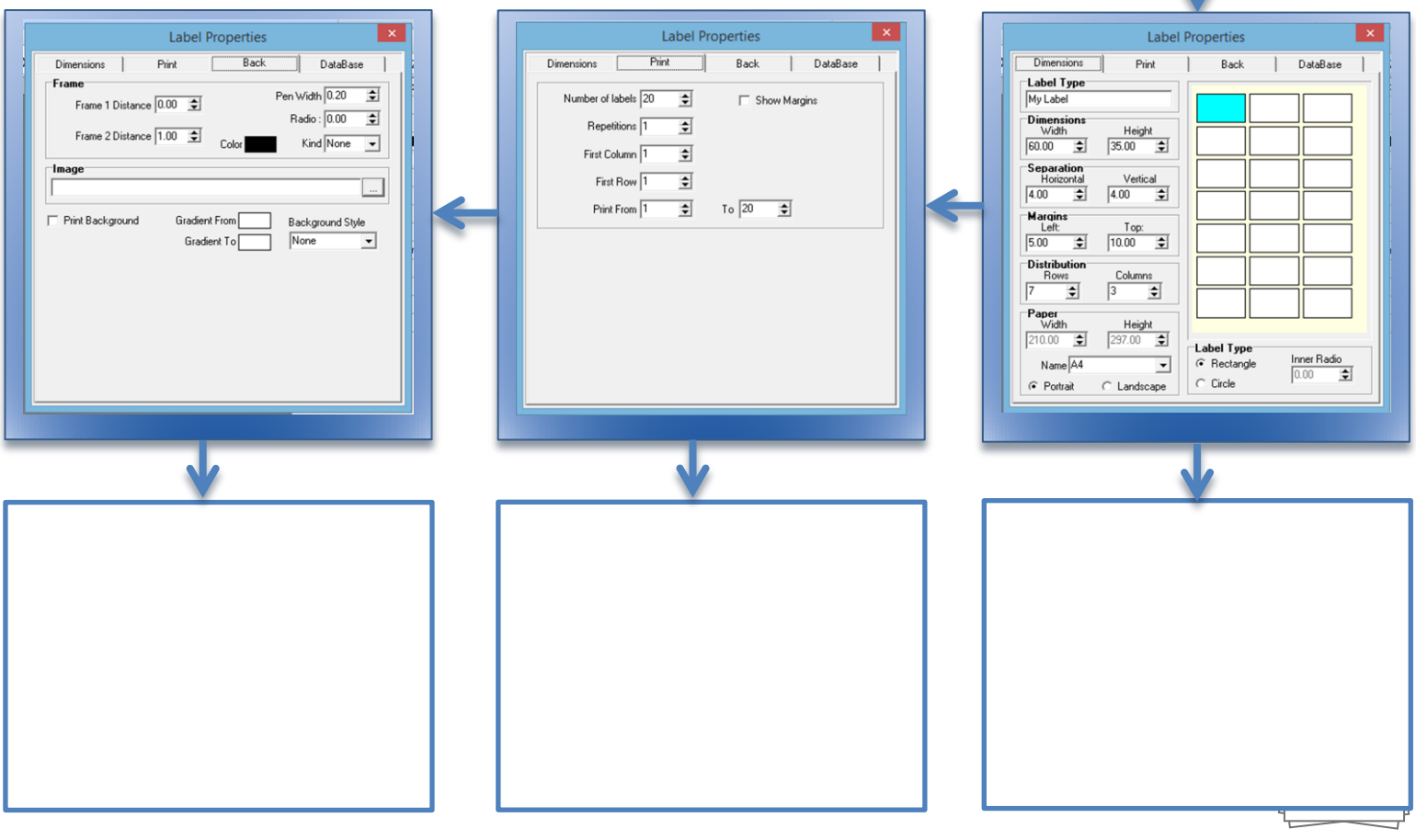
This section displays all active pick list menu items and there linked pick list. If a menu item does not appear here **Block Red** but is on the system simply go to the menu items section 1.1 and click modify then you will see there is an allow pick list box simply tick it and save and the menu item will appear in **Block Red**.

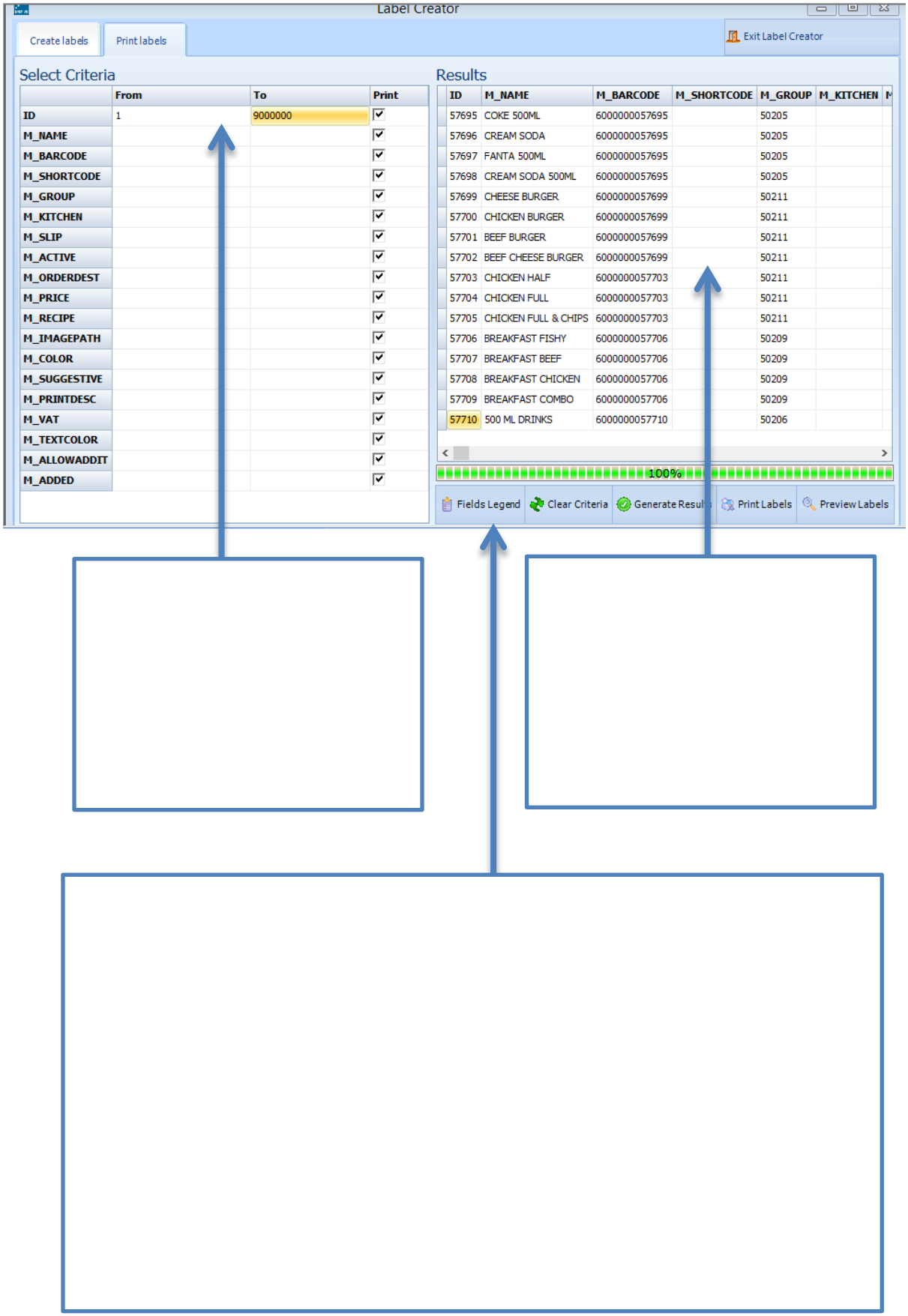


1.7 Label Creator

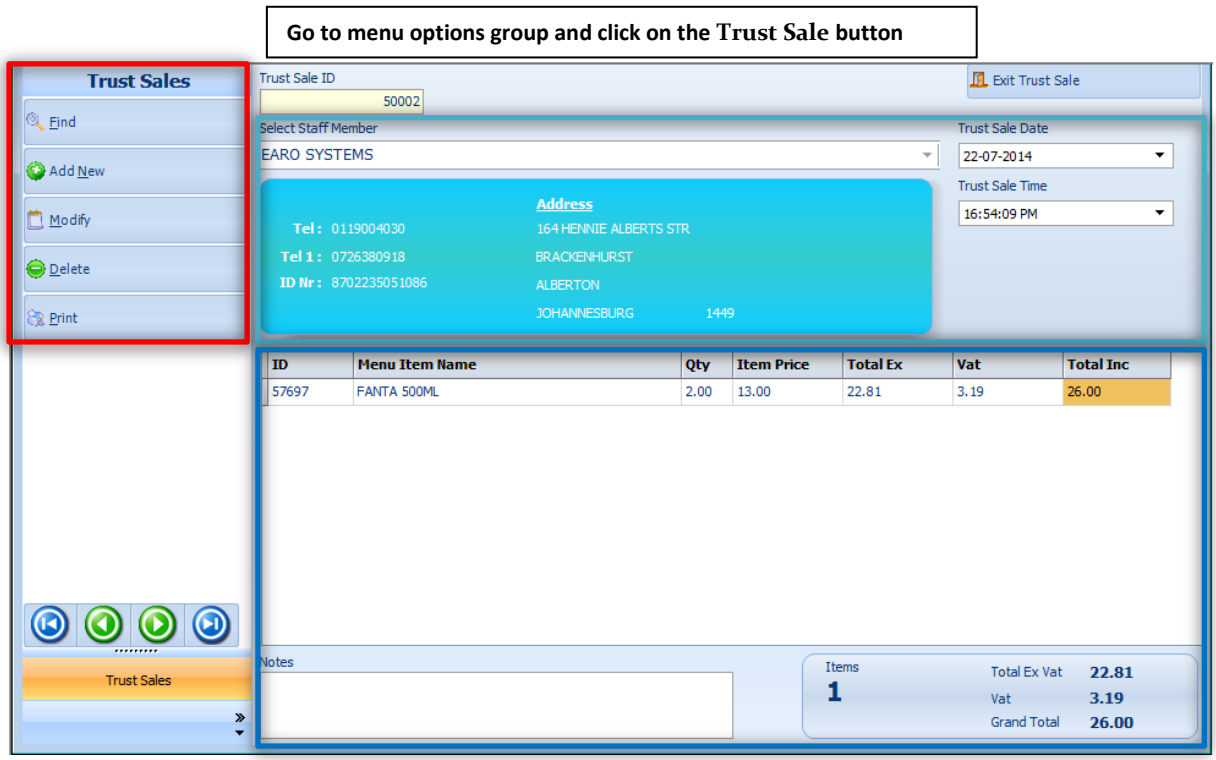
Go to menu options group and click on the Label Creator button






Label Creator
Create labels
Print labels
Exit Label Creator
Select Criteria
From
To
Print
ID
1
9000000
M_NAME
M_BARCODE
M_SHORTCODE
M_GROUP
M_KITCHEN
M_SLIP
M_ACTIVE
M_ORDERDEST
M_PRICE
M_RECIPE
M_IMAGEPATH
M_COLOR
M_SUGGESTIVE
M_PRINTDESC
M_VAT
M_TEXTCOLOR
M_ALLOWADDIT
M_ADDED
Results
ID
M_NAME
M_BARCODE
M_SHORTCODE
M_GROUP
M_KITCHEN
57695 COKE 500ML 6000000057695 50205
57696 CREAM SODA 6000000057695 50205
57697 FANTA 500ML 6000000057695 50205
57698 CREAM SODA 500ML 6000000057695 50205
57699 CHEESE BURGER 6000000057699 50211
57700 CHICKEN BURGER 6000000057699 50211
57701 BEEF BURGER 6000000057699 50211
57702 BEEF CHEESE BURGER 6000000057699 50211
57703 CHICKEN HALF 6000000057703 50211
57704 CHICKEN FULL 6000000057703 50211
57705 CHICKEN FULL & CHIPS 6000000057703 50211
57706 BREAKFAST FISHY 6000000057706 50209
57707 BREAKFAST BEEF 6000000057706 50209
57708 BREAKFAST CHICKEN 6000000057706 50209
57709 BREAKFAST COMBO 6000000057706 50209
57710 500 ML DRINKS 6000000057710 50206
100%
Fields Legend
Clear Criteria
Generate Result
Print Labels
Preview Labels

1.8 Trust Sales



BLOCK RED:

Search:

Opens a search dialogue where you can search for menu items by numerous criteria including name, price, group, bar code etc...

Add New:

Allows you to enter a new staff trust sale.

Modify:

Allows you to modify the current trust sale on screen.

Delete:

Deletes the current trust sale on screen.

Print:

Creates a Report for transaction to print out to keep as hard copy.

BLOCK GREEN:

This will allow you to select the staff member you wish to do the trust sale on.

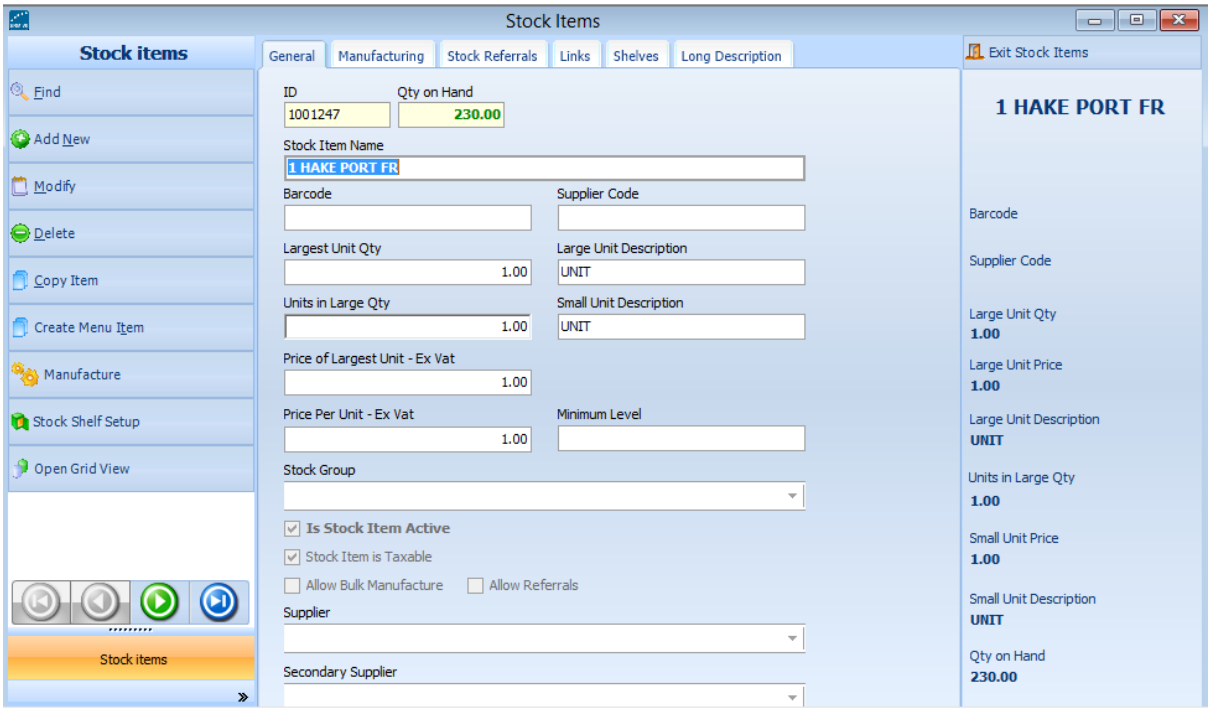
BLOCK BLUE:

This will be where you add the menu items the staff requested including adding the quantity, you will see the total at the bottom left of the screen, it will update the more you add to the list of trust sale items. NB You will not be able to change the price here only the QTY Section.

2 Stock Options

2.1 Stock Items

Go to stock options group and click on the Stock Items button

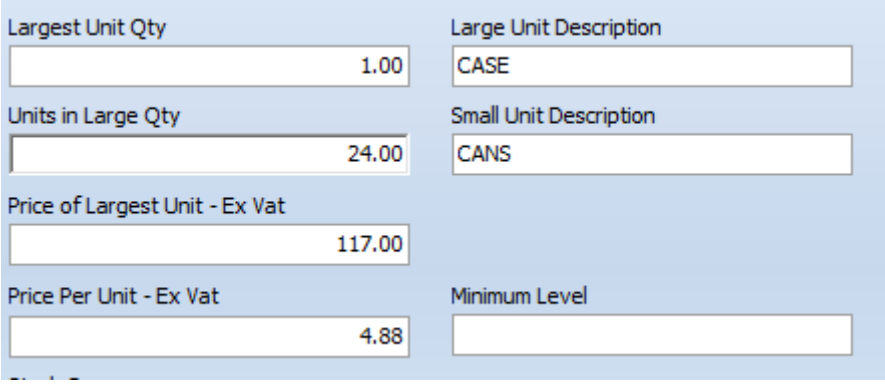


Creating a stock item

Go to stock options group and click on the stock items button.
The stock items form will open in the control area.

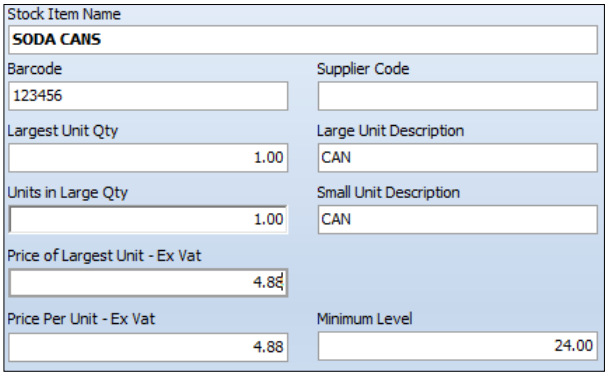
As with menu items the stock items form also has the control buttons and operates in exactly the same way as the menu items but naturally only affect the stock items database.

When creating new stock items it would be good practice to have your supplier's invoices on hand as you will need to enter the purchasing information of the stock item.



The most important thing about entering stock items is getting the purchasing information right as this directly ties into the recipe and theoretical GP of the menu item that the stock item will be linked to.

Example:



Explanation:

Alternatively you can manually work out the price of a single soda can and enter it as such.

Example:

Entering the correct information into stock is critical in getting an accurate theoretical GP when linking such items to your Menu items.

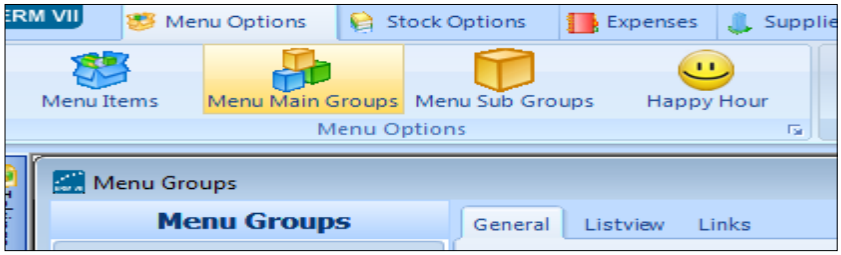
If this is a new installation with a blank database it is recommended that you enter all stock items first before continuing – this will speed up the process of creating your stock items database.

2.2 Stock Groups

Creating and assigning groups to your Menu Items and Stock Items

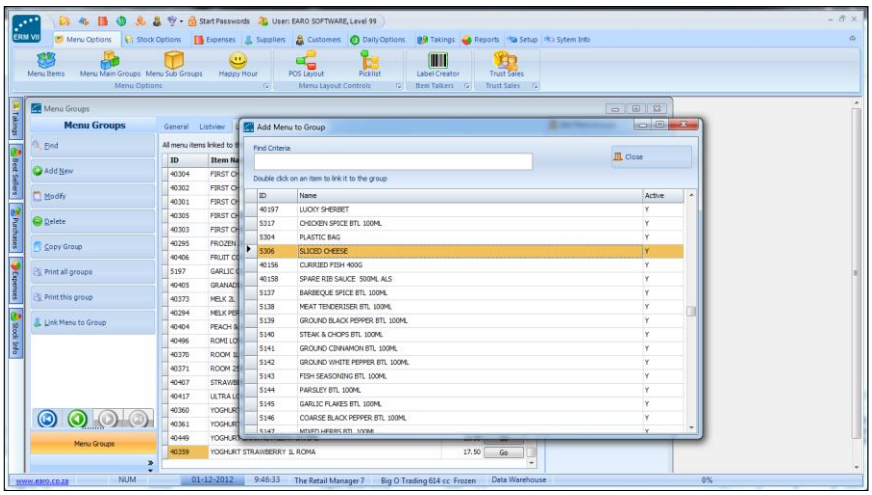
Creating and assigning groups to your menu and stock items is not completely necessary but ensures that your menu and stock database is fully set up; it also enables you to get a variety of reports on group performance etc...

Creating a menu group and linking items to the group
Go to menu options group and click on the menu main groups button.



The menu group's form will open in the control area.
In the menu groups form click on the "add new button" fill in the required fields and click on the "save"

Button. A new menu group has now been created. You will now need to assign the group to its respective menu item. To do this click on the **"Links Tab"** and click on the **"Link menu to Group"** button. A new window will appear showing all your menu items; simply double click on the menu item to assign the group to it.



Creating a stock group and linking items to the group
If you want to create and link groups to stock items you do exactly the same as with menu groups but instead of going to menu options group and click on the menu main groups button you go to the stock options groups button and click on stock groups, this opens the stock groups form in the control area

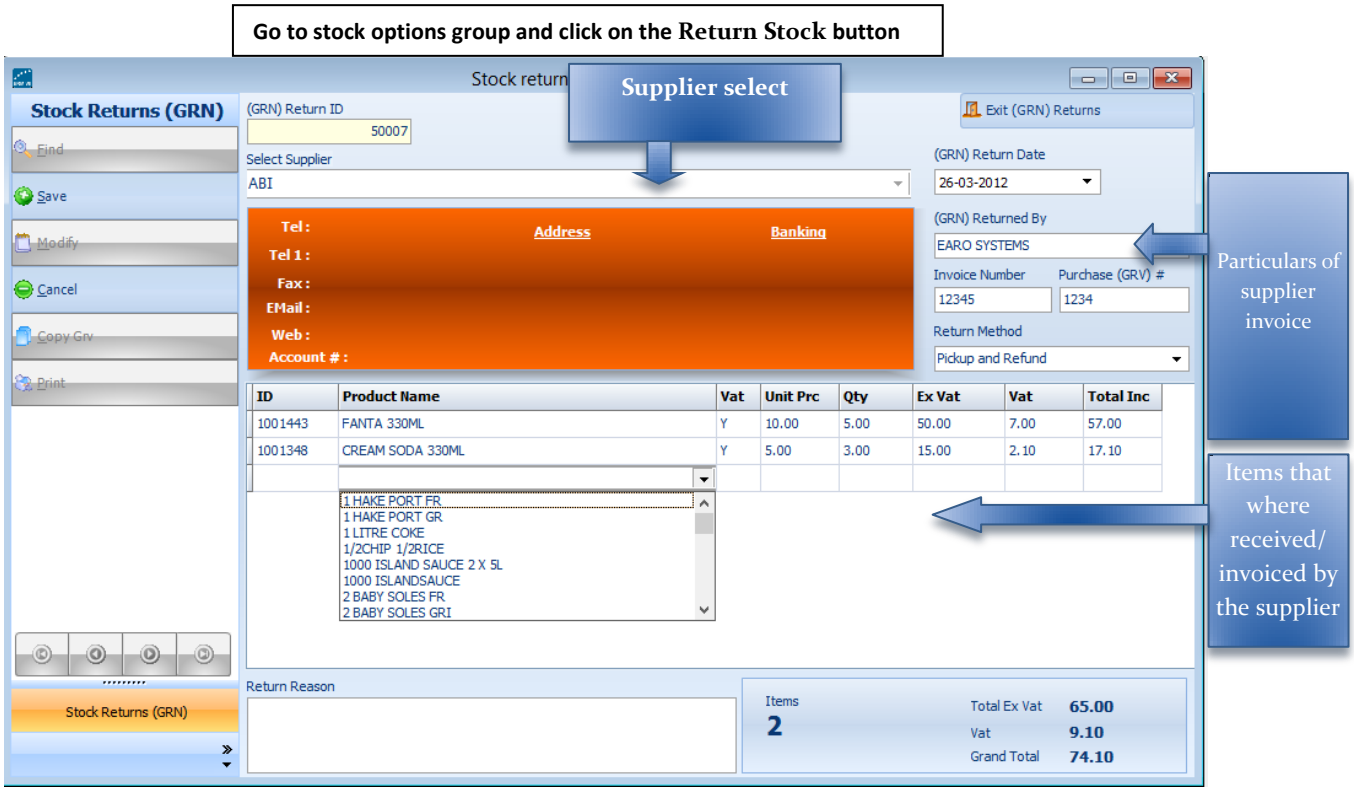
2.3 Return Stock

Returning stock

Go to stock options group and click on the "Return Stock" button.

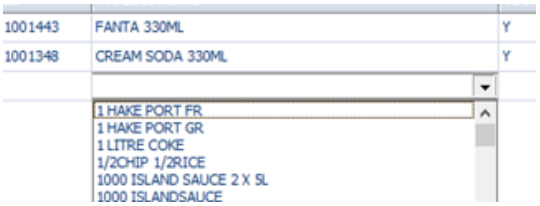
The Return stock form will open in the control area.

To start adding a new Return click on the "Add new button" and fill in/ select the necessary criteria on the form.



After clicking the "add new" button you normally start by selecting the supplier from where you received the stock (the list accesses the supplier's database), Thereafter complete the particulars of the return such as date returned, the return method, invoice number etc... (The particulars of the invoice are not that critical or necessary but the (GRN) return date must be the date that the stock was returned at the store).

After the particulars have been entered double click on the first line under the product name heading; the empty cell changes to a drop down list of all your stock items/ the items linked to the supplier



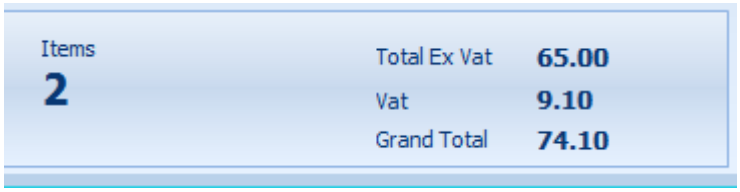
Select the stock item and the list should close (Nb. If the list is selected and you start typing the products name it should start jumping to that product). After the desired product is selected hit the “Enter” key on your keyboard to “Commit the line”

ID	Product Name	Vat	Unit Prc	Qty	Ex Vat	Vat	Total Inc
1001443	FANTA 330ML	Y	10.00	5.00	50.00	7.00	57.00

You can keep on hitting “Enter” on the keyboard to go from one cell to the next – on each cell enter the information as per your suppliers invoice. If you get to the last cell [Total Inc.] and you hit “Enter” again a new line will be added. You can then as before select a different product and enter its information

ID	Product Name	Vat	Unit Prc	Qty	Ex Vat	Vat	Total Inc
1001443	FANTA 330ML	Y	10.00	5.00	50.00	7.00	57.00
1001348	CREAM SODA 330ML	Y	1.00	0.00	0.00	0.00	0.00

After you have added the products make sure that the totals match that of your suppliers invoice (just to see if everything was captured/correctly captured) and click on the “save” button.



Please take care when returning stock into the system as this procedure updates your current stock on hand of the items returned.

2.4 Purchase Stock

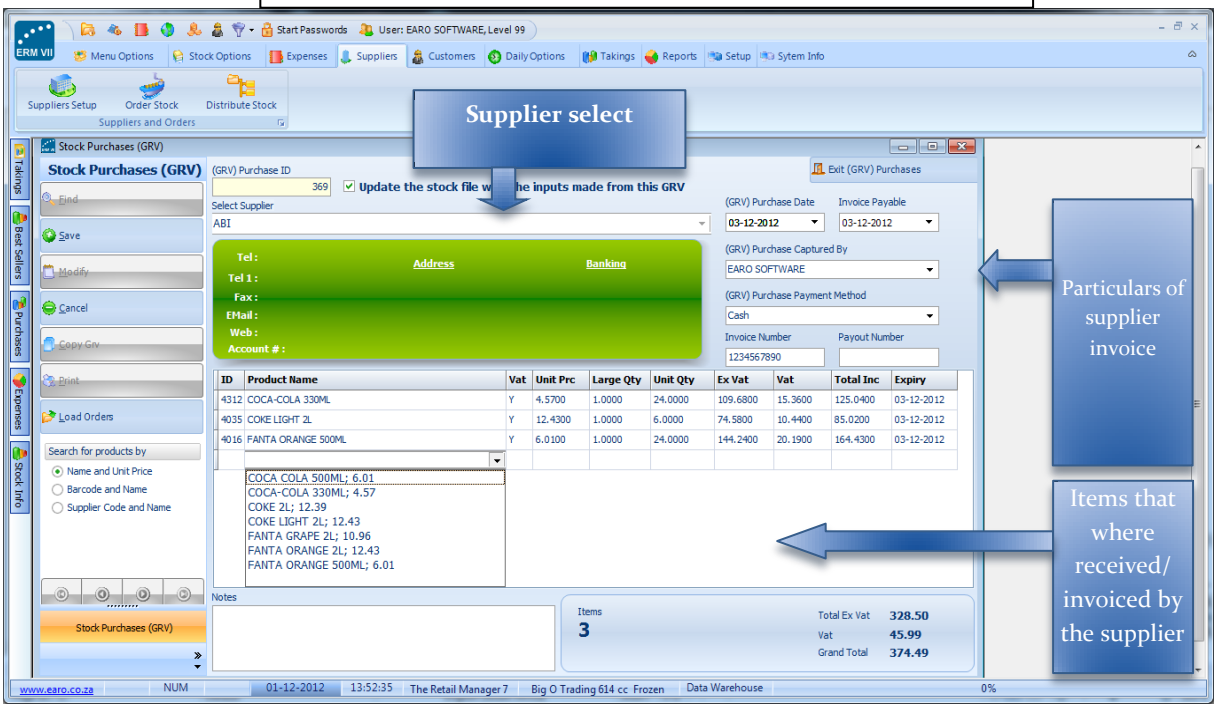
Purchase stock

Go to stock options group and click on the “Purchase Stock” button.

The purchase stock form will open in the control area.

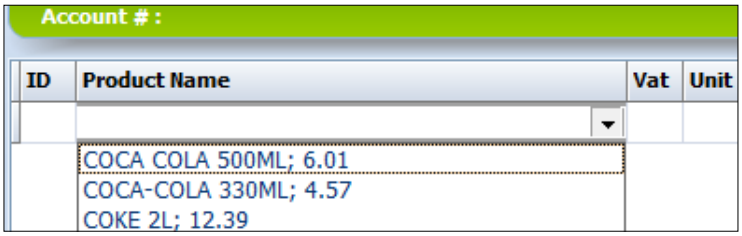
To start adding a new purchase click on the “Add new button” and fill in/ select the necessary criteria on the form.

Go to stock options group and click on the Purchase Stock button



After clicking the “add new” button you normally start by selecting the supplier from where you received the stock (the list accesses the suppliers database), Thereafter complete the particulars of the invoice such as date received, date to pay, how did you pay for the invoice, invoice number etc.. (The particulars of the invoice are not that critical or necessary but the (GRV) purchase date must be the date that the stock was delivered received at the store).

After the particulars have been entered double click on the first line under the product name heading; the empty cell changes to a drop down list of all your stock items/ the items linked to the supplier



Select the stock item and the list should close (Nb. If the list is selected and you start typing the products name it should start jumping to that product). After the desired product is selected hit the "Enter" key on your keyboard to "Commit the line"

ID	Product Name	Vat	Unit Prc	Large Qty	Unit Qty	Ex Vat	Vat	Total Inc	Expiry
4424	COCA COLA 500ML	Y	6.0100	1.0000	24.0000	0.0000	0.0000	0.0000	03-12-2012

You can keep on hitting "Enter" on the keyboard to go from one cell to the next – on each cell enter the information as per your suppliers invoice. If you get to the last cell [Expiry] and you hit "Enter" again a new line will be added. You can then as before select a different product and enter its information

ID	Product Name	Vat	Unit Prc	Large Qty	Unit Qty	Ex Vat	Vat	Total Inc	Expiry
4424	COCA COLA 500ML	Y	6.0100	1.0000	24.0000	144.2400	20.1900	164.4300	03-12-2012

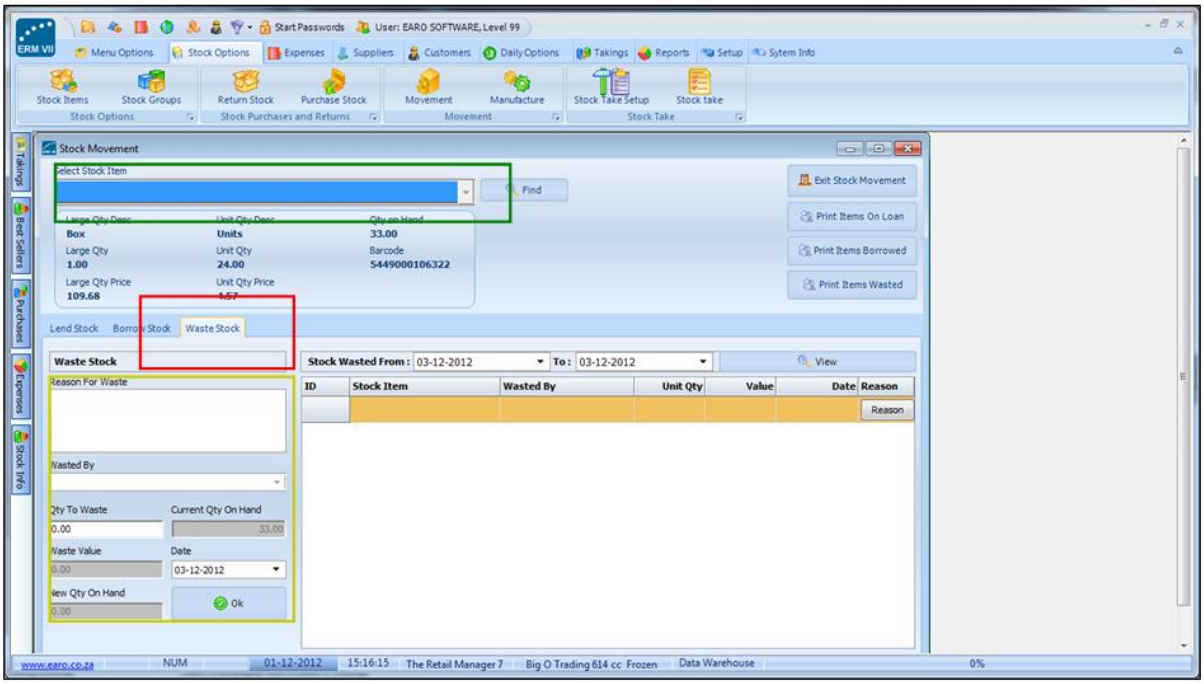
After you have added the products make sure that the totals match that of your suppliers invoice (just to see if everything was captured/ correctly captured) and click on the "save" button.

Please take care when capturing stock into the system as this procedure updates your current stock on hand of the items purchased, updates the cost prices of your menu items and is used to calculate theoretical and actual gross profit figures.

2.5 Movement

Go to stock options group and click on the "Movement" button

In the stock movement form select the waste tab depicted by the red block



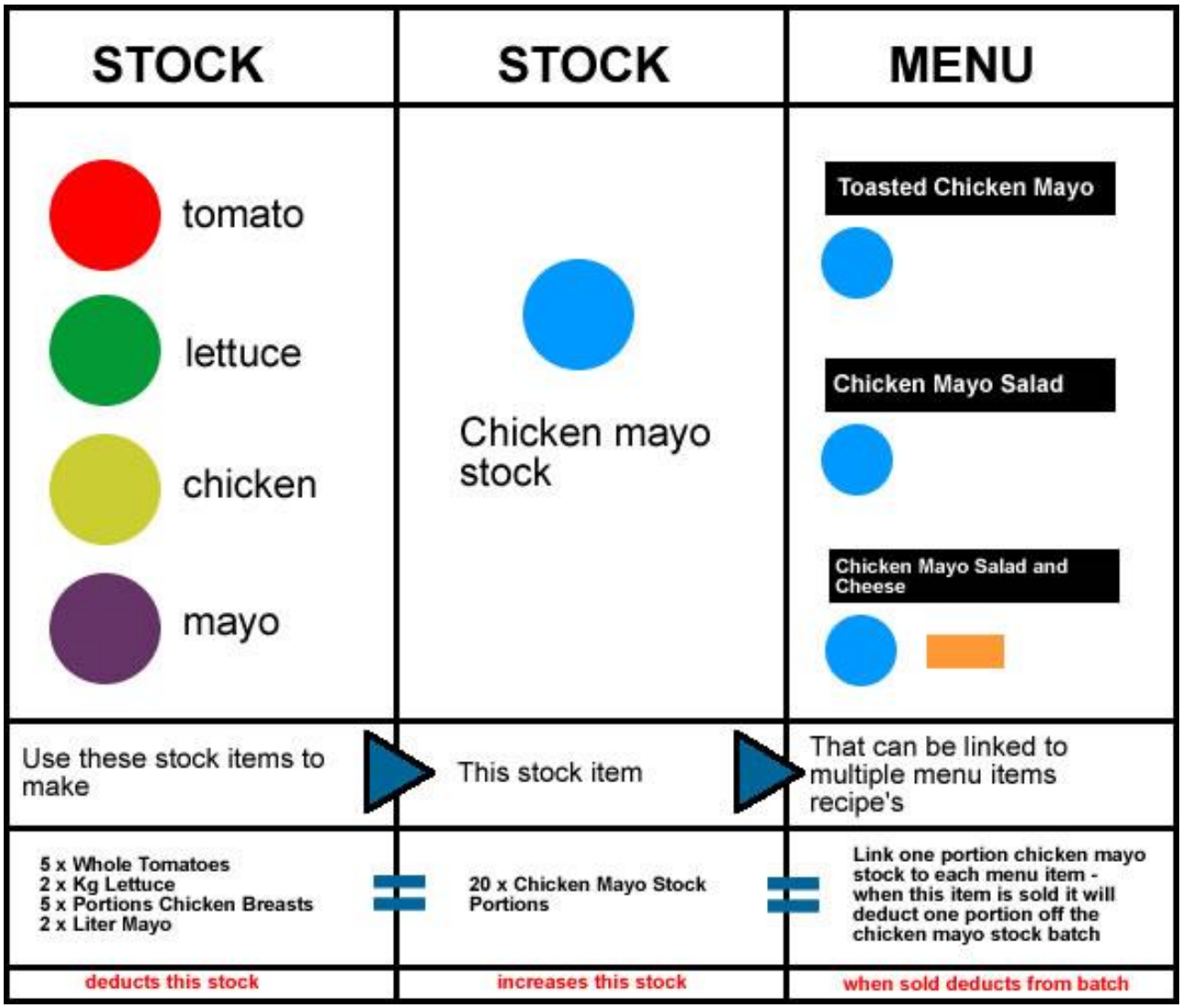
Select the stock item that you would like to waste from the drop down menu depicted by the **Green Block**. Lastly give a reason for your wastages, select your name or the person's name that effected the waste from the drop down list "Wasted by", in the "Qty to Waste" block enter the **unit quantity** that you would like to be wasted, select the date of the action and click the OK button [depicted inside the **Yellow Block**].

If you would like to print the waste simply click on the "Print Items Wasted" button to the top right of the Movement form

2.6 Manufacture

Manufacturing Stock

You might need to manufacture stock in your store before you can sell it. Please see the following example/explanation of how the Retail Manager Version 7 does manufacturing and if this process applies anywhere in your business.

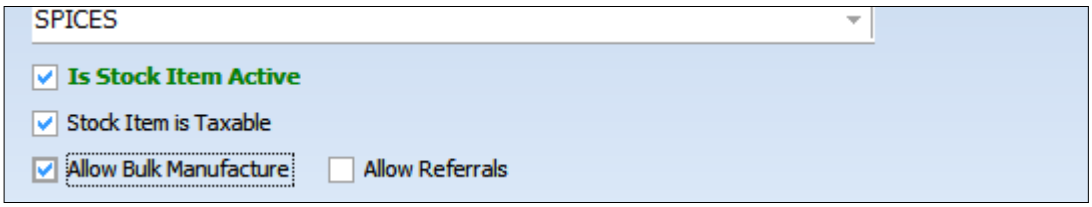

STOCK
STOCK
MENU
tomato
lettuce
chicken
mayo
Chicken mayo stock
Toasted Chicken Mayo
Chicken Mayo Salad
Chicken Mayo Salad and Cheese
Use these stock items to make
This stock item
That can be linked to multiple menu items recipe's
5 x Whole Tomatoes
2 x Kg Lettuce
5 x Portions Chicken Breasts
2 x Liter Mayo
20 x Chicken Mayo Stock Portions
Link one portion chicken mayo stock to each menu item - when this item is sold it will deduct one portion off the chicken mayo stock batch
deducts this stock
increases this stock
when sold deducts from batch

Setting up a manufacturing stock item

Go to stock options group and click on the “Stock Items” button.

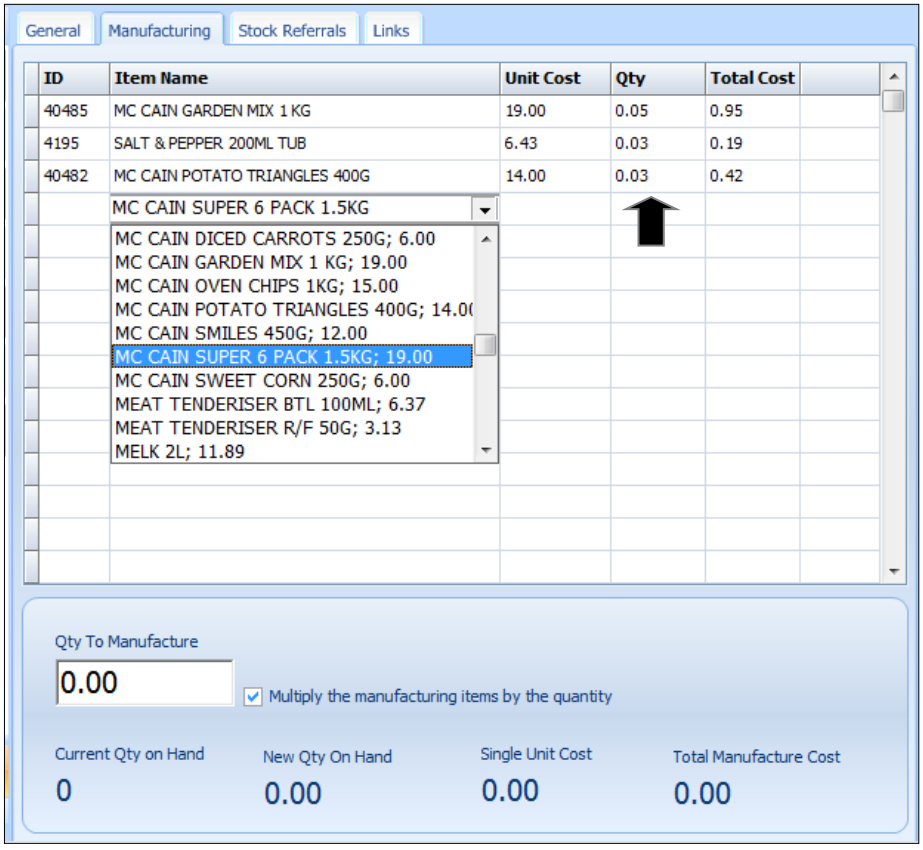
The Stock Items form will open in the control area.

Search for the stock item that you would like to make a manufacturing item. After you found the stock item edit it by clicking the “modify” button. Then put a tick in the “Allow bulk manufacture” check box.



Thereafter go to the manufacturing tab

In the manufacturing tab you can create the items "manufacture recipe"



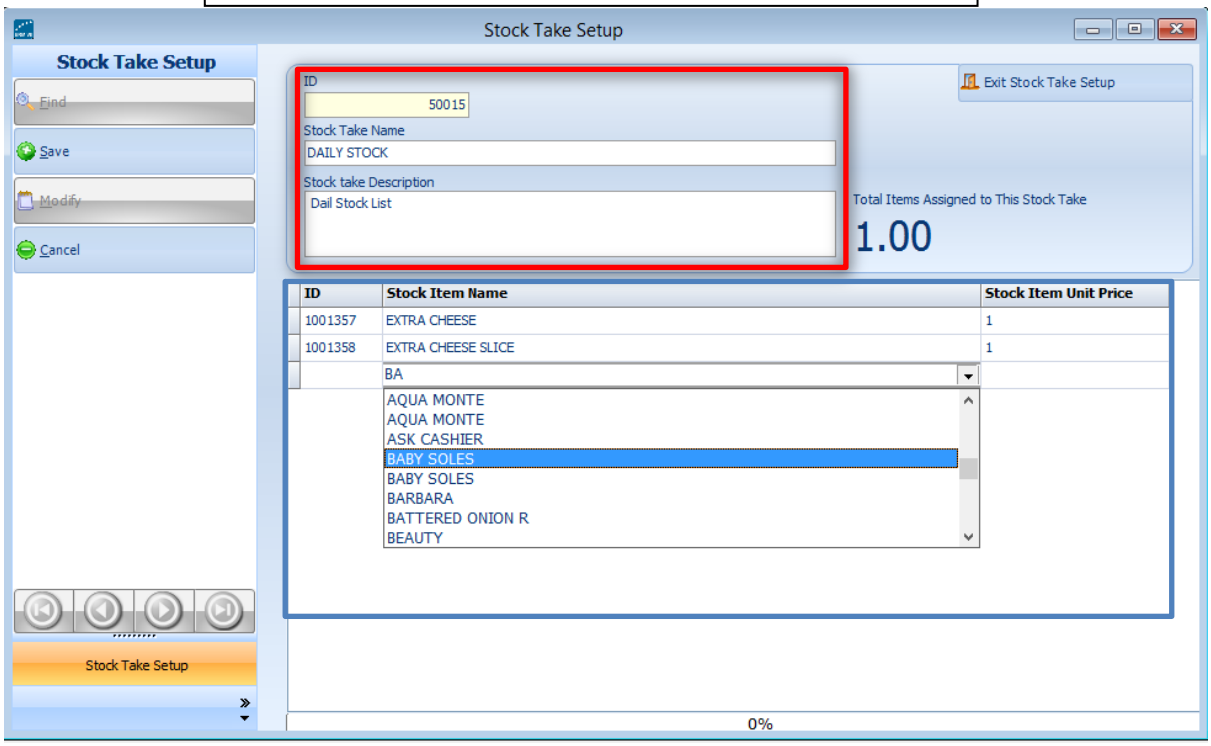
Very much like when creating a recipe you double click on an empty line under the "Item Name" column, use the drop down menu to find the item that makes part of the manufacturing item and hit enter to commit the line – please remember to give it a **quantity** before saving the manufacturing item. After you have made up the manufacturing items "Recipe" click on the "Save button" to save these changes.

To actually manufacture the stock that you just set up go to stock options group and click on the "Manufacture" button.

The Manufacture form will open in the control area.

2.7 Stock Take Setup

Go to stock options group and click on the Stock Take Setup button



Setting up the stock take list

RED BLOCK:
By pressing the "Add New" button you will be able to start creating your stock take list, firstly you need to give the stock take a name. (This can be anything Daily, Monthly, Yearly etc.) You can also give it a description if you choose to but it's not necessary.

BLUE BLOCK:
Very much like when creating a recipe you double click on an empty line under the "Stock Item Name" column, use the drop down menu to find the item you want to add to the stock take and press enter to move to the next line.

When done click on "Save" and the stock take list will be saved permanently or until deleted.

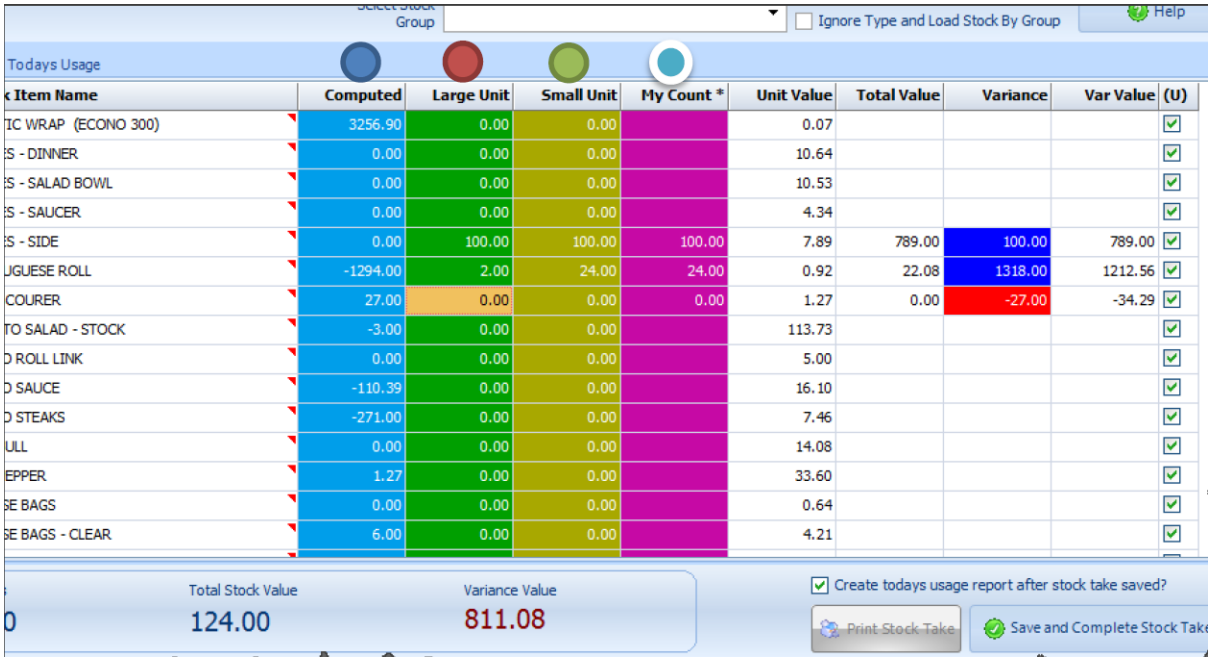
.

.

2.8 Stock Take

2.8.1 Classic

Go to stock options group and click on the Stock Take button


Group
Ignore Type and Load Stock By Group
Help
Todays Usage
Item Name
Computed
Large Unit
Small Unit
My Count *
Unit Value
Total Value
Variance
Var Value
(U)
IC WRAP (ECONO 300) 3256.90 0.00 0.00 0.07
S - DINNER 0.00 0.00 0.00 10.64
S - SALAD BOWL 0.00 0.00 0.00 10.53
S - SAUCER 0.00 0.00 0.00 4.34
S - SIDE 0.00 100.00 100.00 100.00 7.89 789.00 100.00 789.00
JGUESE ROLL -1294.00 2.00 24.00 24.00 0.92 22.08 1318.00 1212.56
COURER 27.00 0.00 0.00 0.00 1.27 0.00 -27.00 -34.29
TO SALAD - STOCK -3.00 0.00 0.00 113.73
D ROLL LINK 0.00 0.00 0.00 5.00
D SAUCE -110.39 0.00 0.00 16.10
D STEAKS -271.00 0.00 0.00 7.46
ULL 0.00 0.00 0.00 14.08
EPPER 1.27 0.00 0.00 33.60
SE BAGS 0.00 0.00 0.00 0.64
SE BAGS - CLEAR 6.00 0.00 0.00 4.21
Total Stock Value
124.00
Variance Value
811.08
Create todays usage report after stock take saved?
Print Stock Take
Save and Complete Stock Take

Computed Count – This is the current stock on hand level that the computer thinks you should have.

Large Unit – This is the largest unit mass that the particular stock item has set up. (IE: Coke cans 330ml: **1 Case** = 24 Cans). So, let's say you are counting stock and you have 3 cases of Coke on hand, you don't have to input **72 Cokes** - you can simply go to the **Large Unit** Column and **input 3**. This will then recognizes that there are 24 cans in a case and will do the math for you, inserting the **72 cans** in the **My Count*** column

Small Unit – This is the smallest unit mass that the particular stock item has set up (IE: Coke cans 330ml: 1 Case = **24 Cans**). So, let's say you are counting stock and you have 3 cases of Coke on hand and you have 4 Cokes in the fridge - you can simply go to the **Large Unit** Column and **input 3** and then go to the **Small Unit** column and **input 4**. This will then recognizes that there are 24 cans in a case and will do the math for you, inserting the **76 cans (the three cases and the 4 loose)** in the **My Count*** column

My Count – This column is very important as this the column and its values that will be put into stock IE: become your new stock on hand figure. If you want to you can only use this column to do your stock take.

Here you will select the day the current stock day is done on

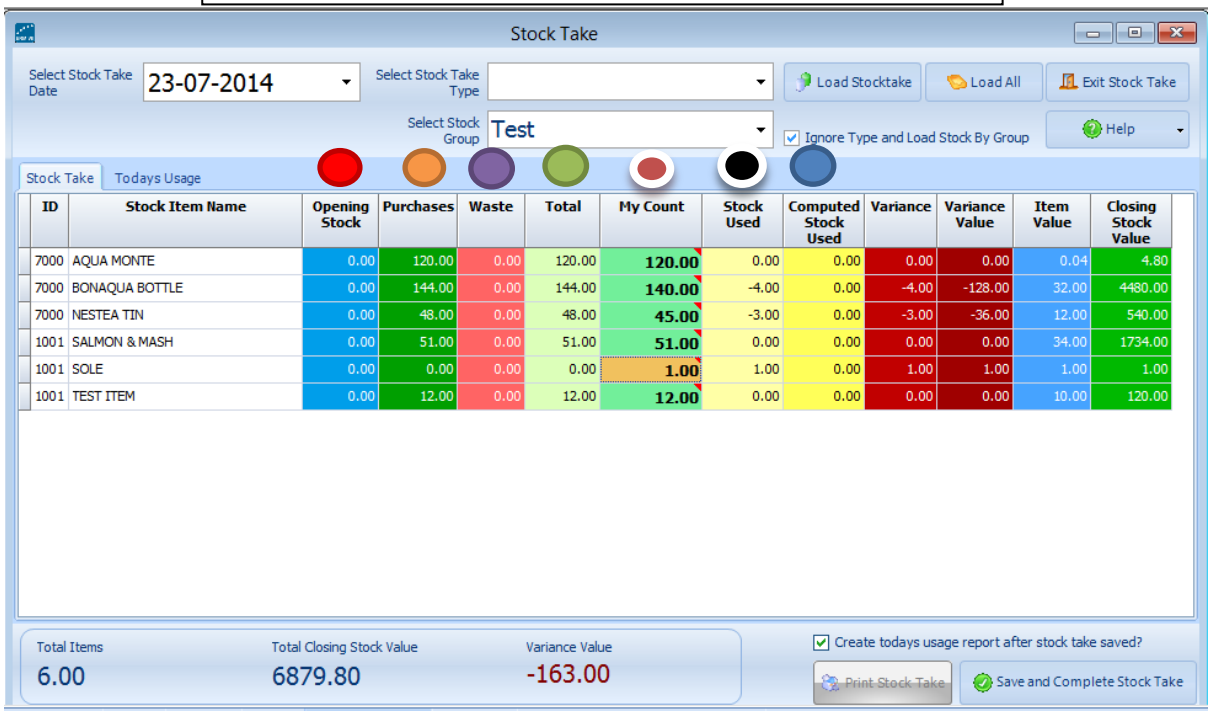
Click on the click on the down arrow to select the stock take you wish to load this will consist of the list you made in the **Stock Take Setup**.

Click on the click on the down arrow to select the stock take you wish to load this will consist of the list of groups you currently have active on the system.

This will give you different option on how to load your stock take when you click on **Load Stocktake** it will only load the stocktake **selected** in the drop down box if you click on **Load All** regardless of what is selected it will load all stock items currently on the system, If you choose to use the **Group** section you will see next to the drop box there is a tick box saying **Ignore Type And Load Stock Take By Group** this will load all stock items associated with the group you selected after ticking the box press on load stocktake and it will load the group.

2.8.2 Movement Style

Go to stock options group and click on the Stock Take button (movement)


Stock Take
Select Stock Take Date
23-07-2014
Select Stock Take Type
Load Stocktake
Load All
Exit Stock Take
Select Stock Group
Test
Ignore Type and Load Stock By Group
Help
Stock Take
Todays Usage
ID
Stock Item Name
Opening Stock
Purchases
Waste
Total
My Count
Stock Used
Computed Stock Used
Variance
Variance Value
Item Value
Closing Stock Value
7000 AQUA MONTE 0.00 120.00 0.00 120.00 120.00 0.00 0.00 0.00 0.00 0.04 4.80
7000 BONAQUA BOTTLE 0.00 144.00 0.00 144.00 140.00 -4.00 0.00 -4.00 -128.00 32.00 4480.00
7000 NESTEA TIN 0.00 48.00 0.00 48.00 45.00 -3.00 0.00 -3.00 -36.00 12.00 540.00
1001 SALMON & MASH 0.00 51.00 0.00 51.00 51.00 0.00 0.00 0.00 0.00 34.00 1734.00
1001 SOLE 0.00 0.00 0.00 0.00 1.00 1.00 0.00 1.00 1.00 1.00 1.00
1001 TEST ITEM 0.00 12.00 0.00 12.00 12.00 0.00 0.00 0.00 0.00 10.00 120.00
Total Items
6.00
Total Closing Stock Value
6879.80
Variance Value
-163.00
Create todays usage report after stock take saved?
Print Stock Take
Save and Complete Stock Take

-

-

-

-

My Count – This column is very important as this the column and its values that will be put into stock IE: become your new stock on hand figure. If you want to you can only use this column to do your stock take.

Computed Count – This is the current stock used level Inputting the my count section

Computed Count – This is the current stock used level that the computer thinks you should have.

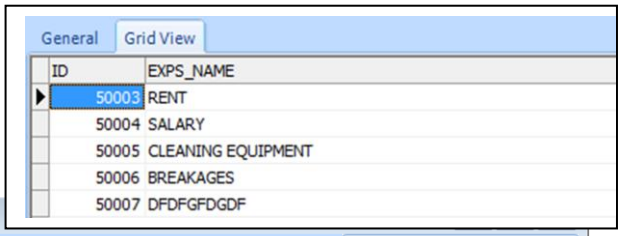
3 Expenses

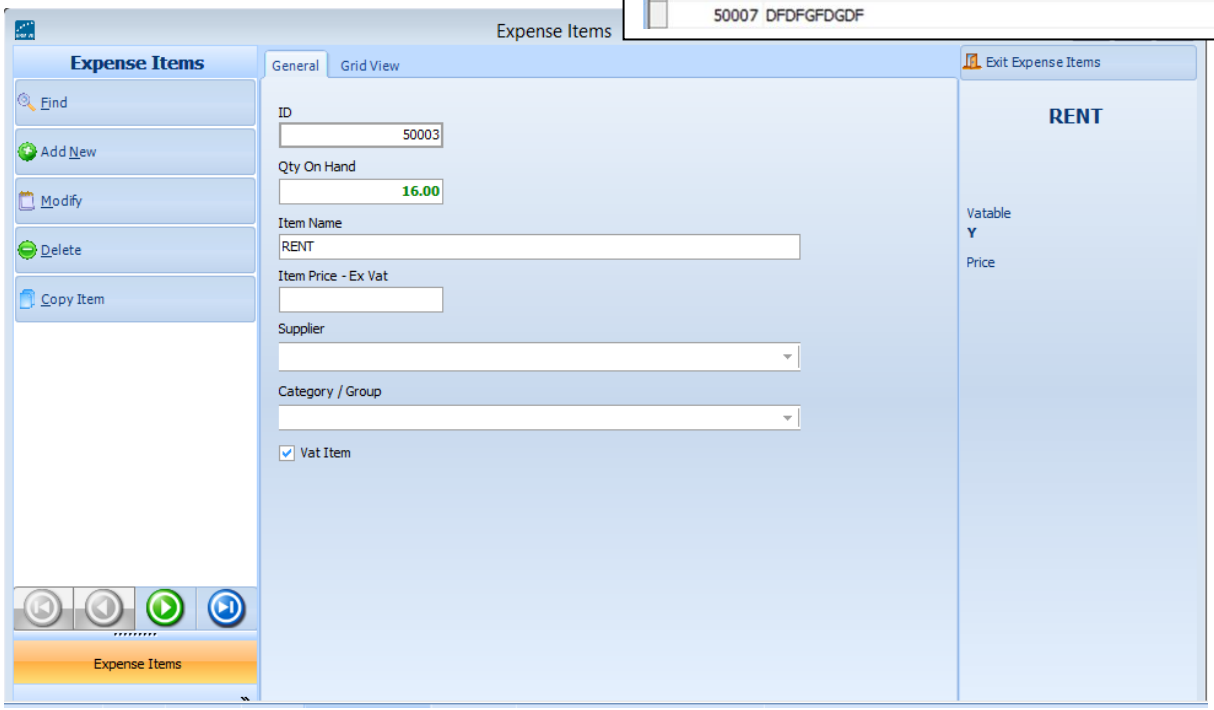
3.1 Expense Items

Go to Expenses group and click on the Expense Items button

Like most of the forms in Retail Manager Version 7 the control buttons are located on the left. Simply click on the "Add New" button and begin completing the necessary criteria. You will notice some additional tabs at the top of the Expense Items form like:

Grid View
This will list all current Expenses on the system.





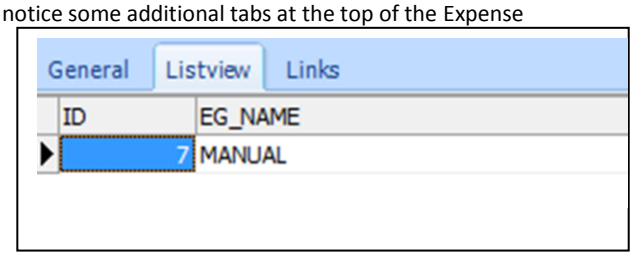
.

3.2 Expense Groups

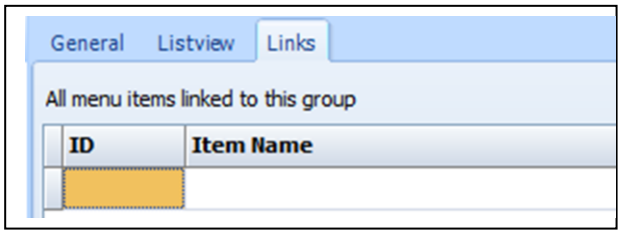
Go to Expenses group and click on the Expense Groups button

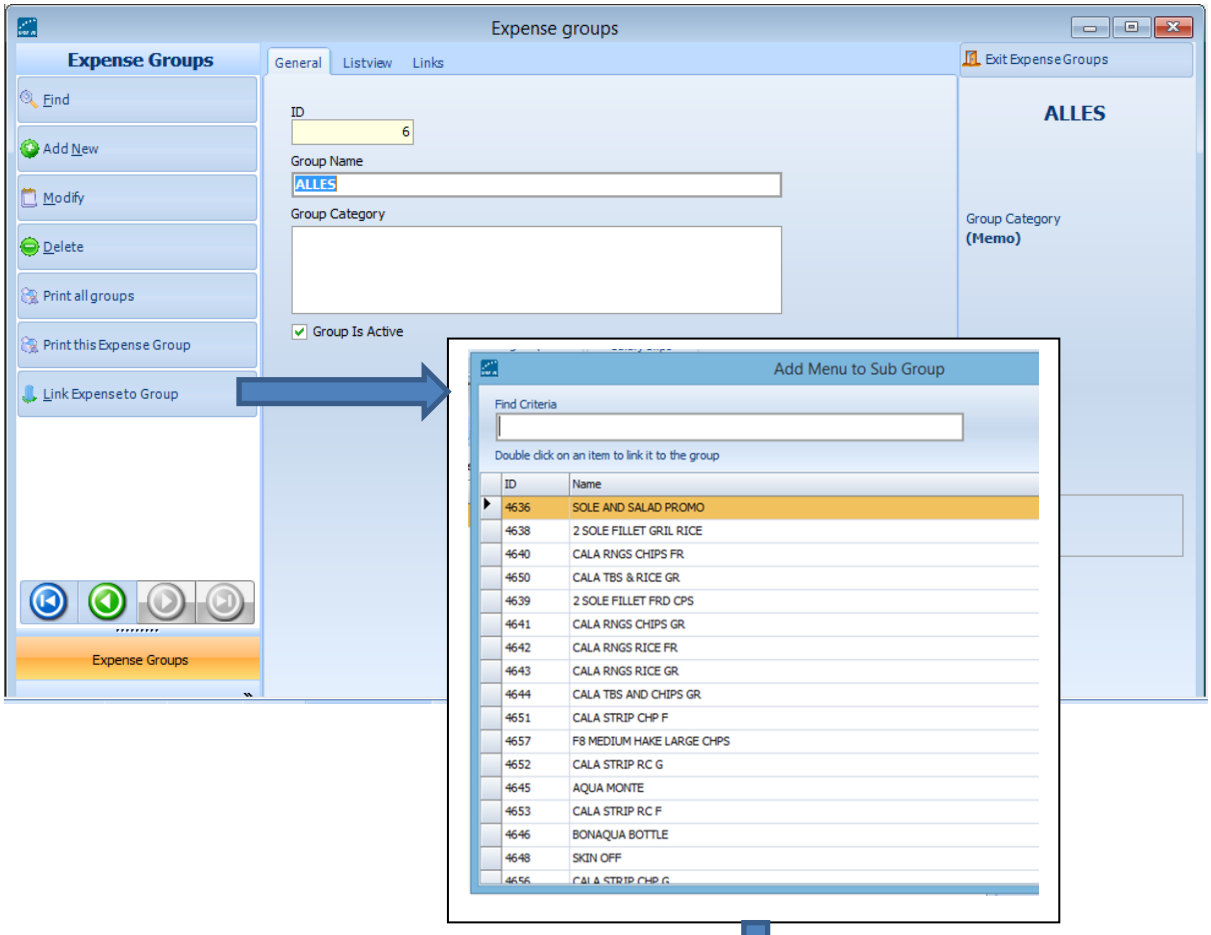
Like most of the forms in Retail Manager Version 7 the control buttons are located on the left. Simply click on the "Add New" button and begin completing the necessary criteria. You will notice some additional tabs at the top of the Expense Group form like:

List View
This will display a list of all active groups on system



Links
Will list where the expense group is linked to





Clicking this button will open the window which will allow you to link the expense group the item of your choosing on the system. Simply search for the item and double click it to have it linked.

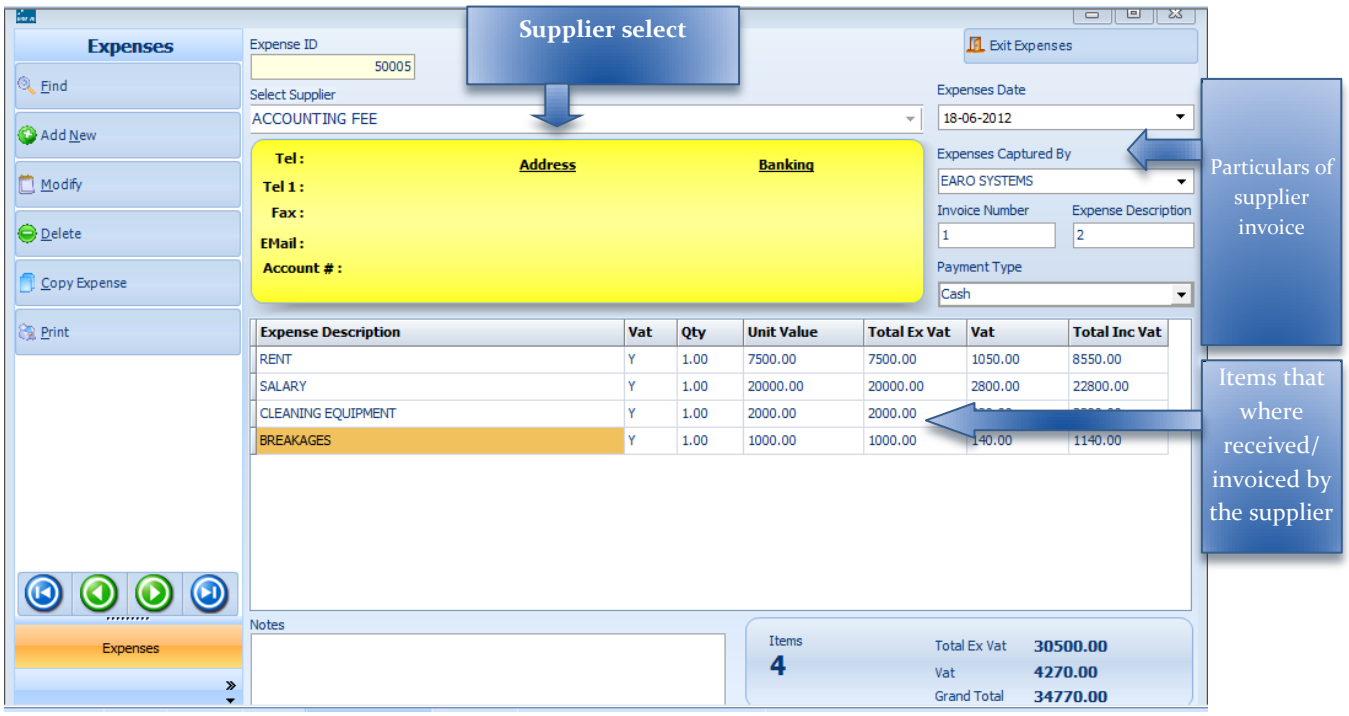
© Earo Software cc

3.3 Capture Expenses

Like most of the forms in Retail Manager Version 7 the control buttons are located on the left. Simply click on the "Add New" button and begin completing the necessary criteria.

To start adding a new Expense click on the "Add new button" and fill in / select the necessary criteria on the form.

Go to Expenses group and click on the Capture Expense button



After clicking the "add new" button you normally start by selecting the supplier from where you received the stock (the list accesses the supplier's database), Thereafter complete the particulars of the invoice such as how did you pay for the invoice, invoice number etc... (The particulars of the invoice are not that critical or necessary but the Expense date must be the date that the goods\expenses was delivered\received at the store).

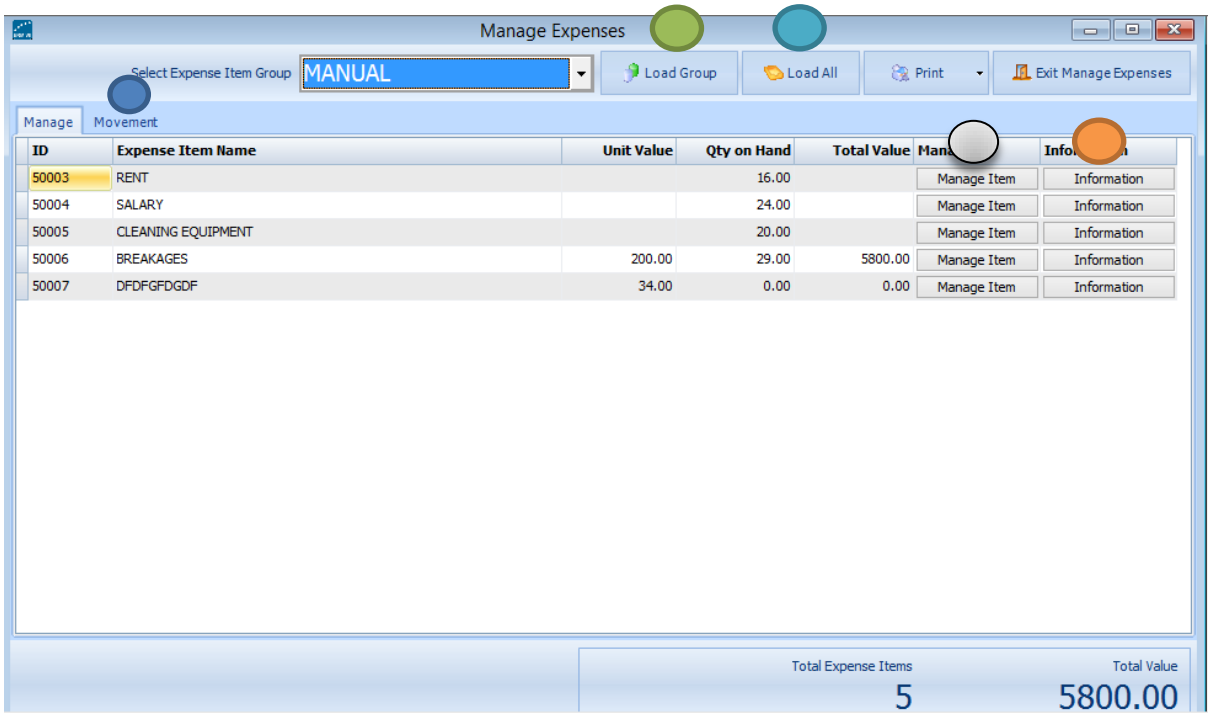
Select the Expense item and the list should close (Nb. If the list is selected and you start typing the products name it should start jumping to that product). After the desired product is selected hit the "Enter" key on your keyboard to "Commit the line"

Expense Description	Vat	Qty	Unit Value	Total Ex Vat	Vat	Total Inc Vat
RENT	Y	1.00	7500.00	7500.00	1050.00	8550.00
SALARY	Y	1.00	20000.00	20000.00	2800.00	22800.00
CLEANING EQUIPMENT	Y	1.00	2000.00	2000.00	280.00	2280.00
BREAKAGES	Y	1.00	1000.00	1000.00	140.00	1140.00

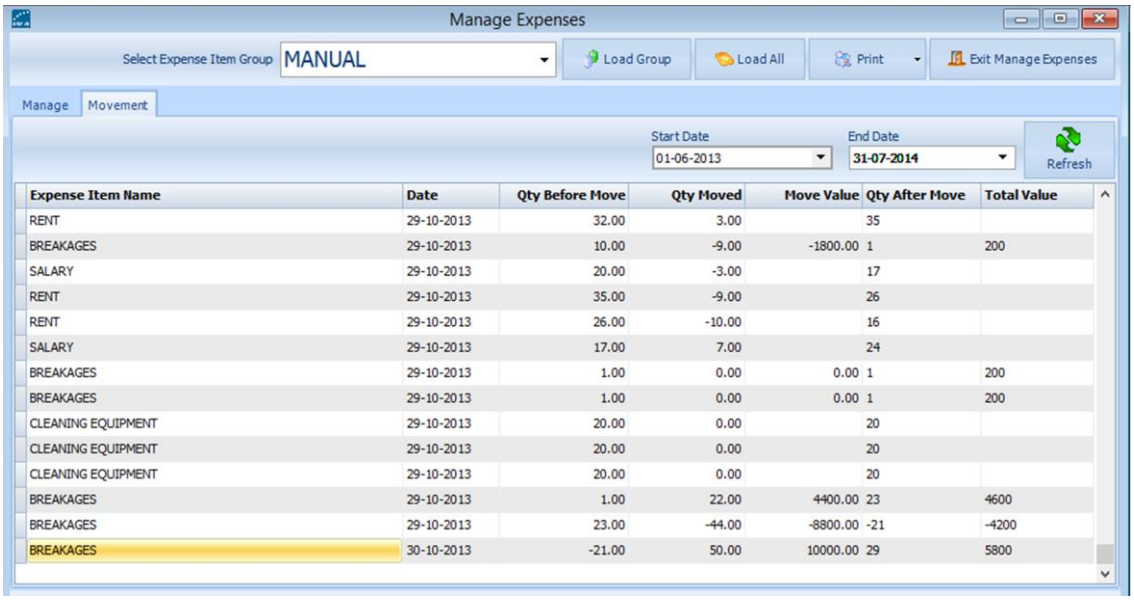
After you have added the products\expenses make sure that the totals match that of your suppliers invoice (just to see if everything was captured/ correctly captured) and click on the "save" button.

3.4 Manage Expenses

Go to Expenses group and click on the Manage Expenses button



- The movement tab will display a detailed report of the expenses over the time period you have entered simply select the dates and click on refresh button and the report will generate.

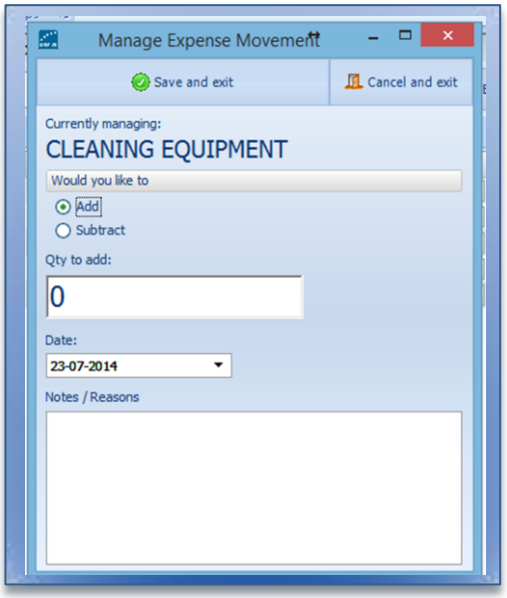


Clicking this button will load only the group selected in the drop box that you have set up in expense group section.

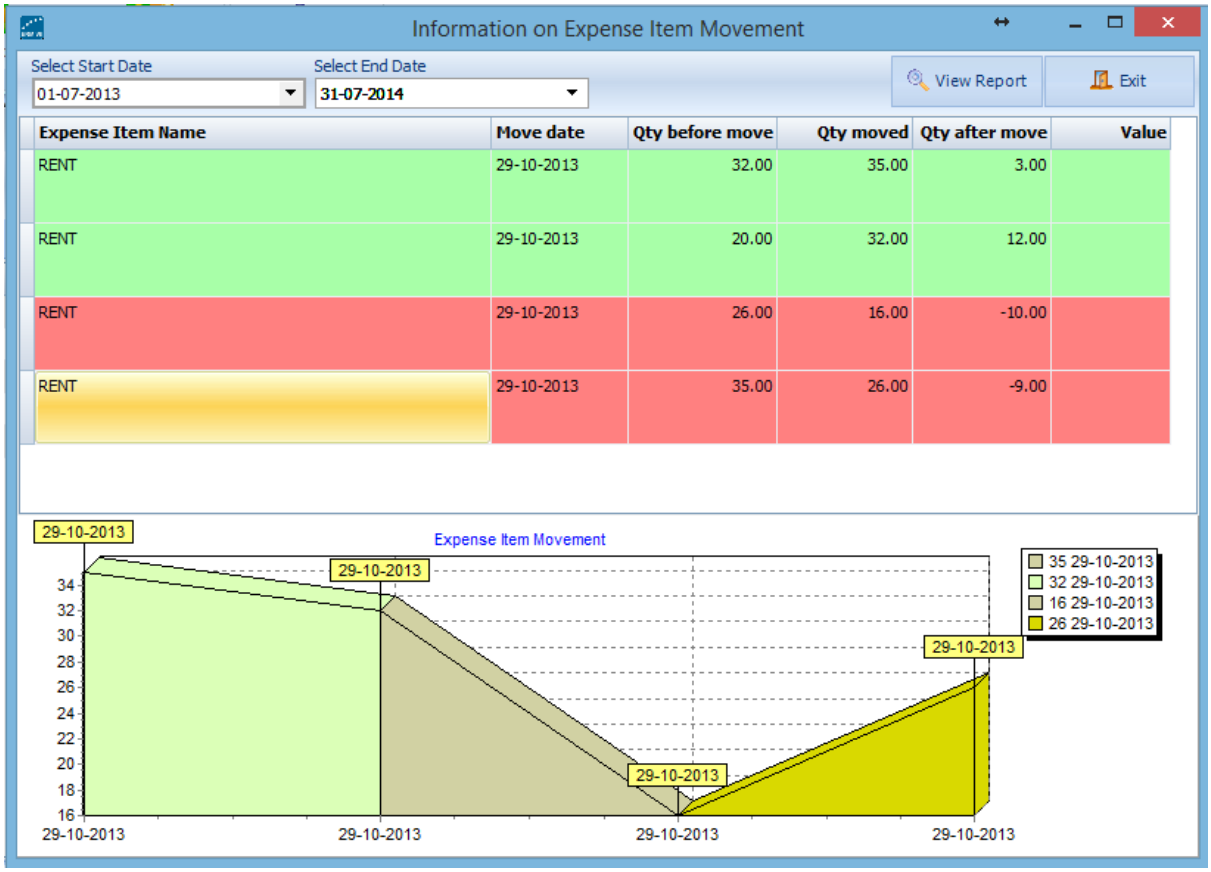
Clicking this button will load all your expense items on the system regardless of the group selected.

Clicking this button will open a window in which you can manage that specific item.

You can add or subtract Qty from it by simply using the tick boxes you can also add notes to that specific item if you wish.



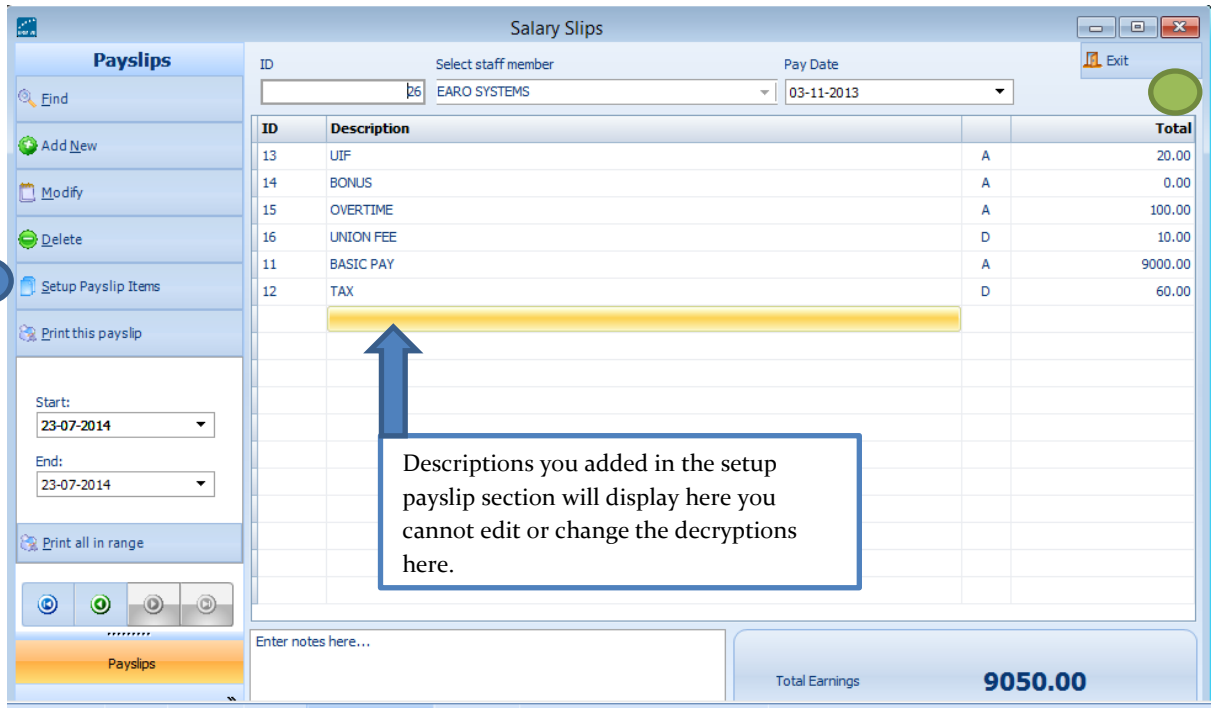
Pressing this button will open a window which will display a detailed report of the expense item over the time period you have entered simply select the dates and click on the View Report button and the report will generate.



3.5 Salary Slips

Like most of the forms in Retail Manager Version 7 the control buttons are located on the left. Simply click on the "Add New" button and begin completing the necessary criteria

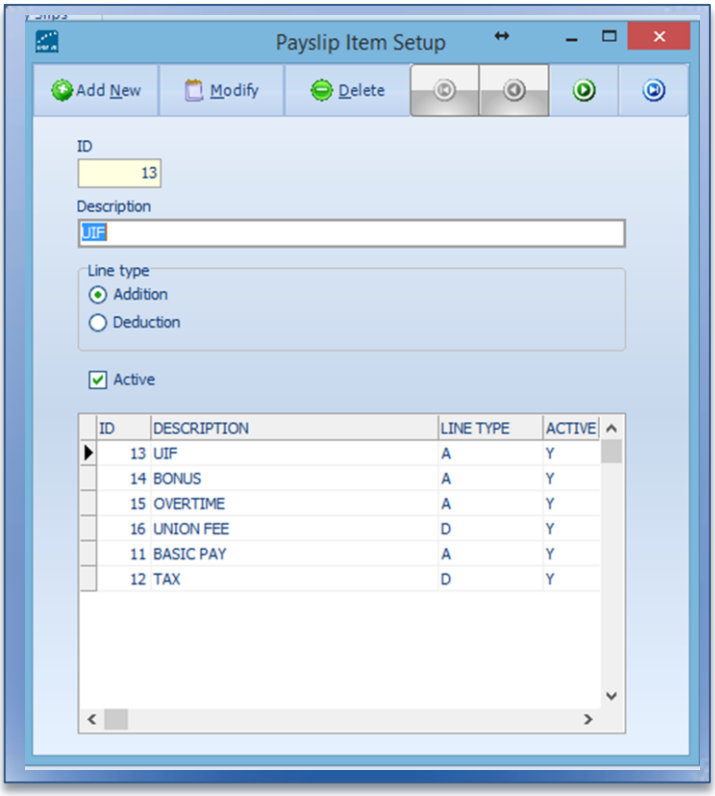
Go to Expenses group and click on the Salary Slips button



To start using the payslip you first have to create the descriptions to do so click on setup pay slip.

SETUP PAY SLIP

By clicking add new you will be able to add description look at example simply enter the name and choose whether it is and addition or deduction after that click on active and save now that description will display in the list.



TOTAL

You will only be able to edit the totals simply add the amount associated with the description then click on save when done.

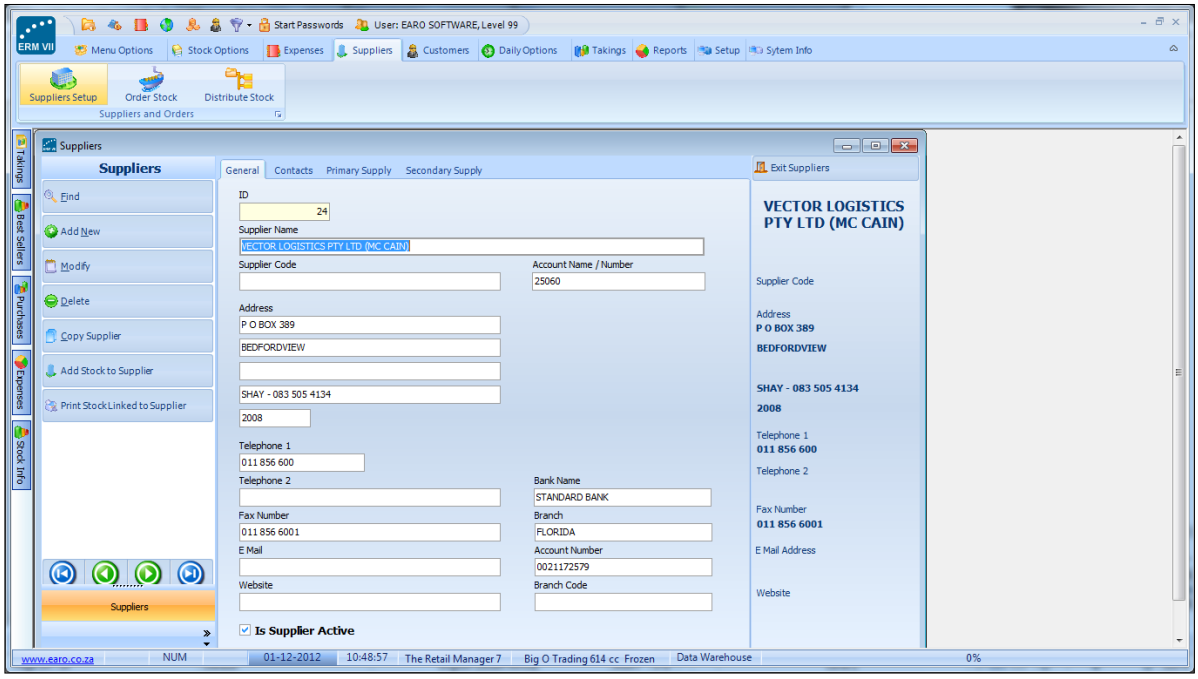
4 Suppliers

4.1 Suppliers Setup

Creating suppliers and linking stock to suppliers

Go to suppliers group and click on the “supplier’s setup” button.
The suppliers form will open in the control area

Go to Suppliers group and click on the Suppliers Setup button



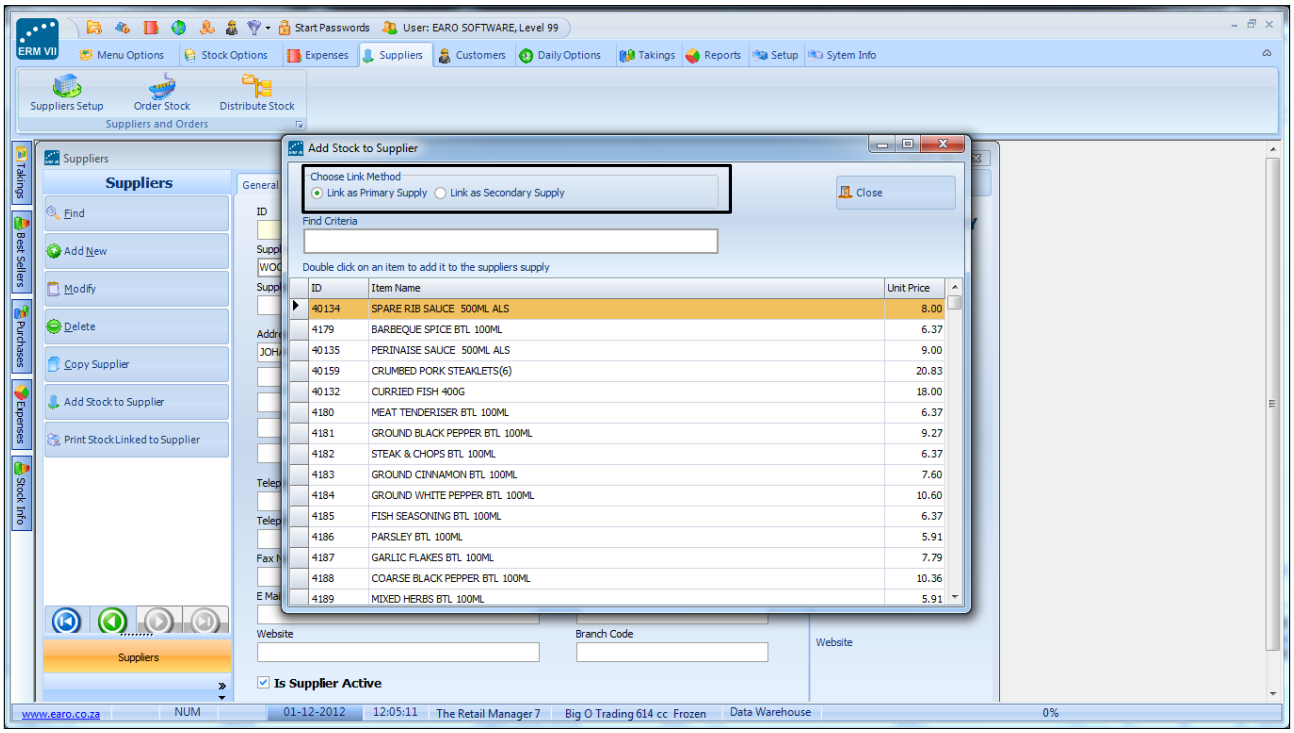
Like most of the forms in Retail Manager Version 7 the control buttons are located on the left. Simply click on the “Add New” button and begin completing the necessary criteria. You will notice some additional tabs at the top of the suppliers form like:

Contacts
enter the contact person/s for the specific supplier
Primary supply
Lists all stock items linked to the supplier as the primary supplier
Secondary supply
Lists all stock items linked to the supplier as the secondary supplier

NB. A stock item may be linked up to two suppliers

Linking stock to suppliers

Click on the link stock to suppliers button in the control area, a new window will appear, simply double click on the stock item that you want to link to the supplier. You can link the stock item to the supplier as secondary or primary supply by simply selecting it from the **radio button list** in the new window.


Add Stock to Supplier
Choose Link Method
Link as Primary Supply
Link as Secondary Supply
Close
Find Criteria
Double click on an item to add it to the suppliers supply
ID
Item Name
Unit Price
40134 SPARE RIB SAUCE 500ML ALS 8.00
4179 BARBEQUE SPICE BTL 100ML 6.37
40135 PERINAISE SAUCE 500ML ALS 9.00
40159 CRUMBED PORK STEAKLETS(6) 20.83
40132 CURRIED FISH 400G 18.00
4180 MEAT TENDERISER BTL 100ML 6.37
4181 GROUND BLACK PEPPER BTL 100ML 9.27
4182 STEAK & CHOPS BTL 100ML 6.37
4183 GROUND CINNAMON BTL 100ML 7.60
4184 GROUND WHITE PEPPER BTL 100ML 10.60
4185 FISH SEASONING BTL 100ML 6.37
4186 PARSLEY BTL 100ML 5.91
4187 GARLIC FLAKES BTL 100ML 7.79
4188 COARSE BLACK PEPPER BTL 100ML 10.36
4189 MIXED HERBS BTL 100ML 5.91
Suppliers
Find
Add New
Modify
Delete
Copy Supplier
Add Stock to Supplier
Print Stock Linked to Supplier
Website
Branch Code
Is Supplier Active

After linking the stock items to the supplier you will notice that when you go to the primary supply tab or the secondary supply tab the respective items selected will be listed under the appropriate tab. NB: when linking stock to a supplier it will make it simpler to first go to the link tab (i.e. primary/secondary supply) so that when you double click on the stock item in the new window you can see in the background the item being added to the list.

4.2 Order Stock

123

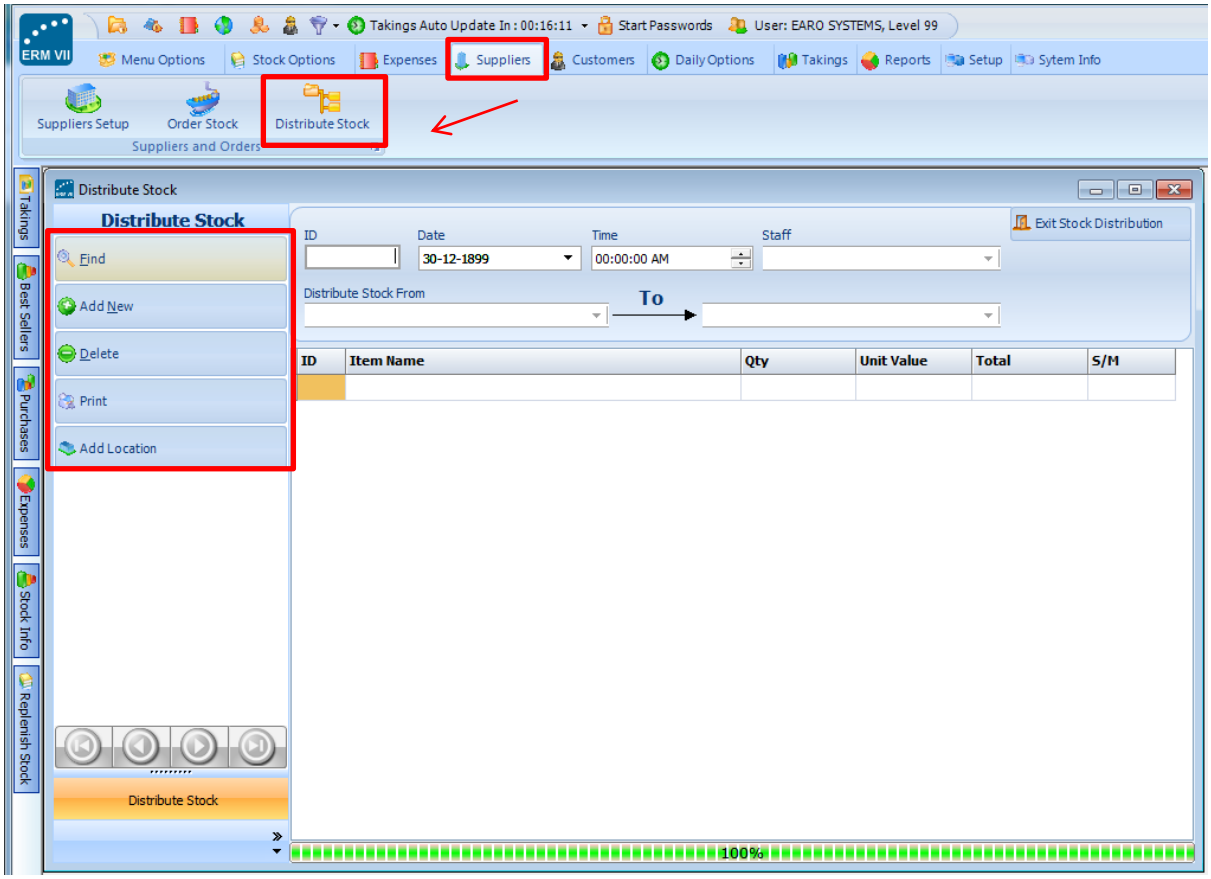
4.3 Distribute Stock

This will be an example of how distributing works

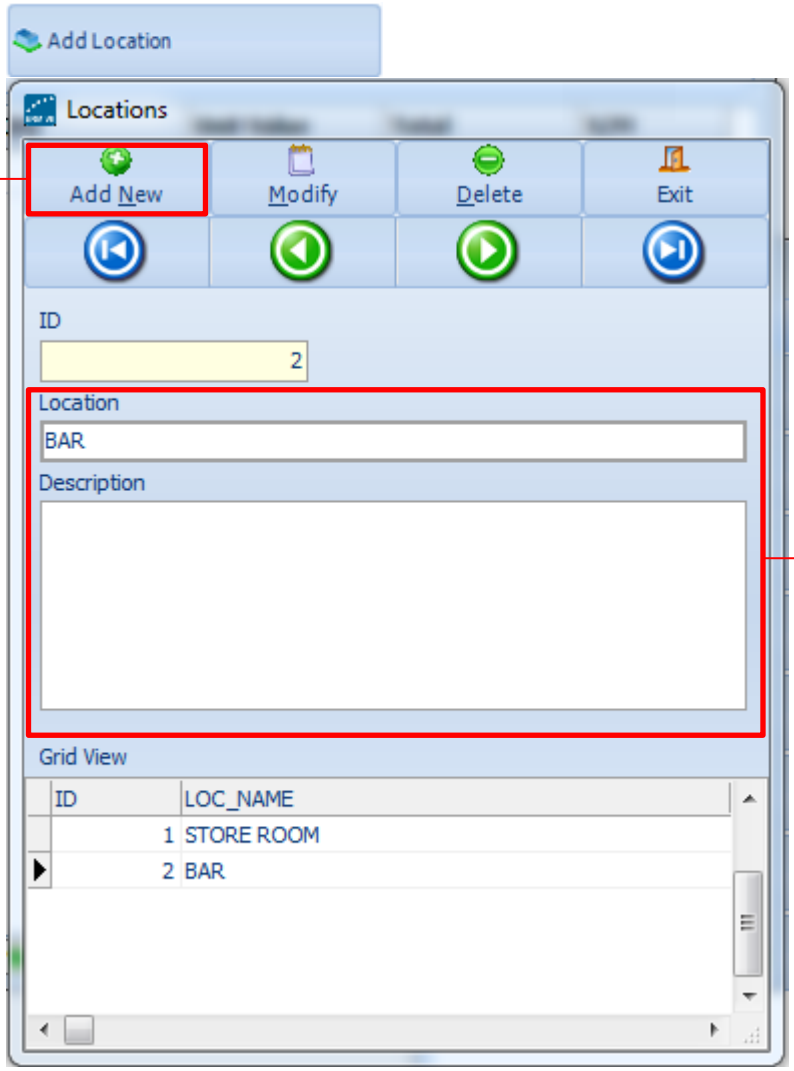
MOVING STOCK BETWEEN 2 BACK OFFICE'S

1st Back Office

1. Enter Supplier Tab followed by Distribute Stock

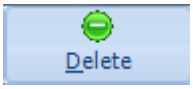


Adding the locations to your Distribute Stock, Click on Add Location

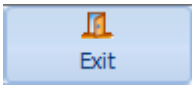


- Add New button allows you to add new locations for your Distribute Stock, After clicking the Add New button it will allow you to insert the location and description you wish to input, the Add New button will turn into a Save button for when you are done with the input of your choice, Save and Exit when done.

The Save will appear after clicking the Add New button.

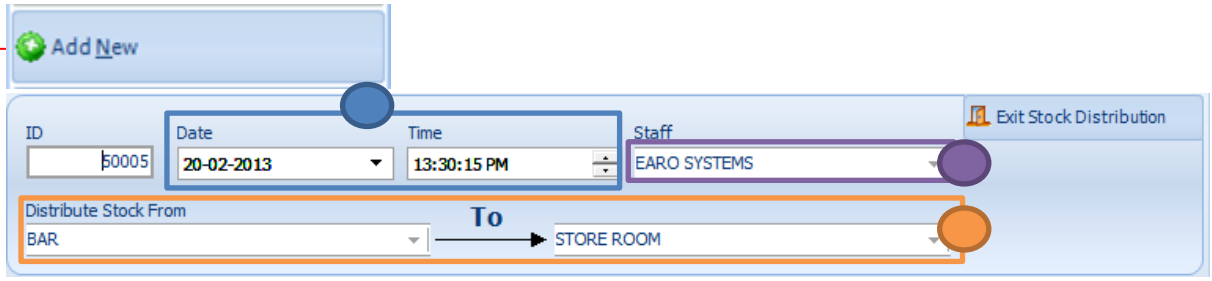


This button will completely delete the Location.



This button will Exit the Add Location menu only

Adding the Stock to your Distribute Stock, Click on Add New

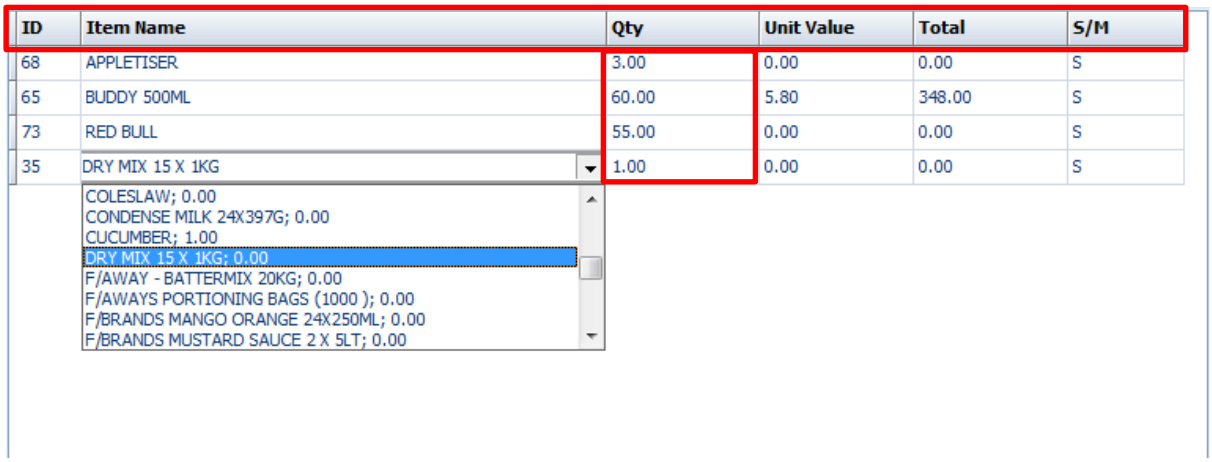


This is your basic Time and Date input for the date and time for when distributing your stock.

This function allows you to select the staff member when distributing the stock items.

These two drop down boxes will allow you to select the locations you added from the Add Location button click on the down arrow to view the locations you have setup and select the one you wish, the first box is where the stock is deducted from and the second box is where the stock will be added later.

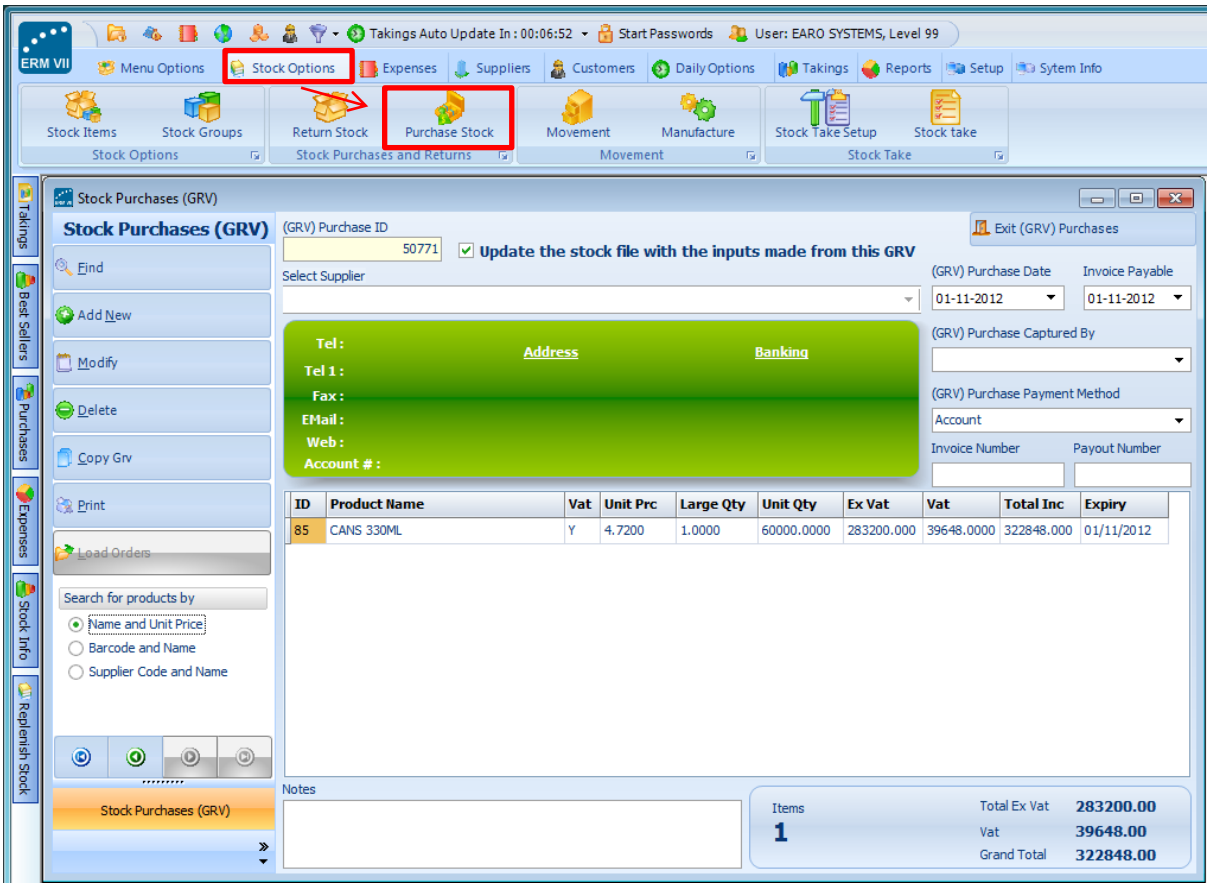
Adding the items to the list you wish to Distribute



- Adding the item to the list all you need to do is click and the first Colum that is displayed and start typing the item you wish to select after you have the item highlighted press enter on your keyboard to move to the Qty Colum there you may input the Qty you wish to Deduct from your stock and then hit enter again till you move to the next line. Please not that you can edit the Qty but not the Unit Value, Total and S/M.
- When done you will see the add new button has change to Save , After saving the list your stock on hand for those items will be change immediately.

2nd Back Office

Enter Stock Options Tab followed by Purchase Stock



Adding the Stock to your Stock Purchases, Click on Add New

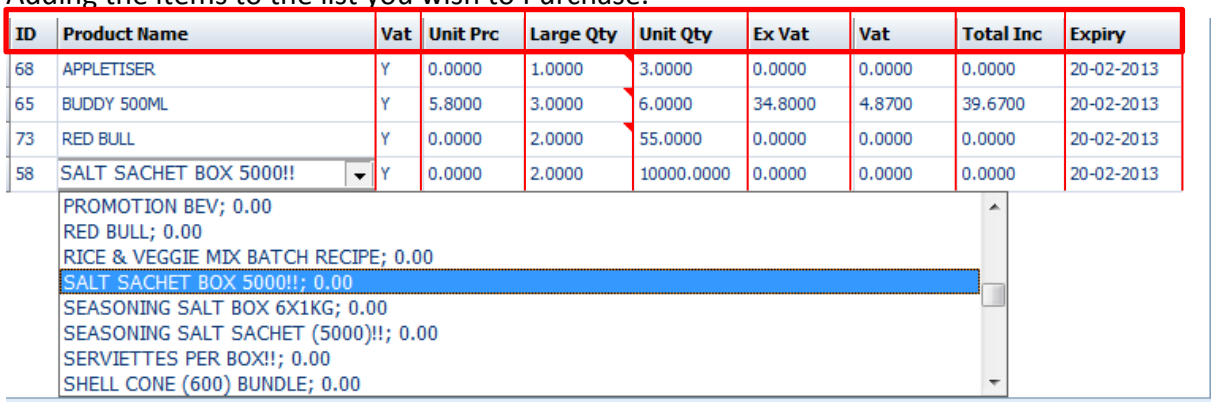
Using the select supplier you can use any description (Supplier) you have setup in suppliers setup for example "Store Room" , you can use either the drop down box via the down arrow or clicking on it till it highlights and then just start typing the name you wish to use. The green box will display only details of the supplier if it was inserted by the user under supplier setup.

This will allow you to change the date of the GRV you are currently inputting into the system you may change it as you wish.

Here you can select the staff member doing the GRV for the items.

The payment method has 6 options to pick from being Cash, Cheque, EFT, Account, Bank Deposit and Other. Invoice Number and Pay out Method is where the user can input the Numbers.

1. Adding the items to the list you wish to Purchase.



ID	Product Name	Vat	Unit Prc	Large Qty	Unit Qty	Ex Vat	Vat	Total Inc	Expiry
68	APPLETISER	Y	0.0000	1.0000	3.0000	0.0000	0.0000	0.0000	20-02-2013
65	BUDDY 500ML	Y	5.8000	3.0000	6.0000	34.8000	4.8700	39.6700	20-02-2013
73	RED BULL	Y	0.0000	2.0000	55.0000	0.0000	0.0000	0.0000	20-02-2013
58	SALT SACHET BOX 5000!!	Y	0.0000	2.0000	10000.0000	0.0000	0.0000	0.0000	20-02-2013

PROMOTION BEV; 0.00
RED BULL; 0.00
RICE & VEGGIE MIX BATCH RECIPE; 0.00
SALT SACHET BOX 5000!!; 0.00
SEASONING SALT BOX 6X1KG; 0.00
SEASONING SALT SACHET (5000)!!; 0.00
SERVIETTES PER BOX!!; 0.00
SHELL CONE (600) BUNDLE; 0.00

- To add the items all you need to do is to repeat step 4 from the 1st Back Office only difference is that the Vat, Unit Prc, Large Qty, Unit Qty, Ex Vat, Vat, Total Inc. and Expiry can all be edited by the user and the system does all the multiplications for you automatically. After the items are added click on save and the stock will be updated immediately to the system.

5 Customers

5.1 Customers

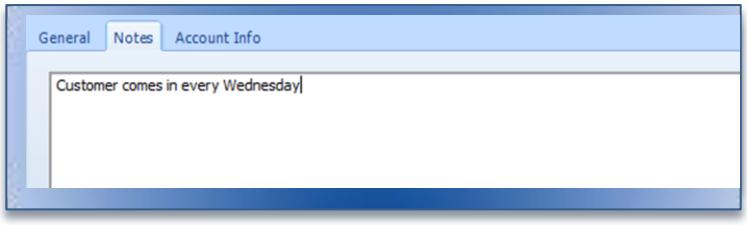
Creating Customers

Go to customers group and click on the “Customers” button.
The suppliers form will open in the control area

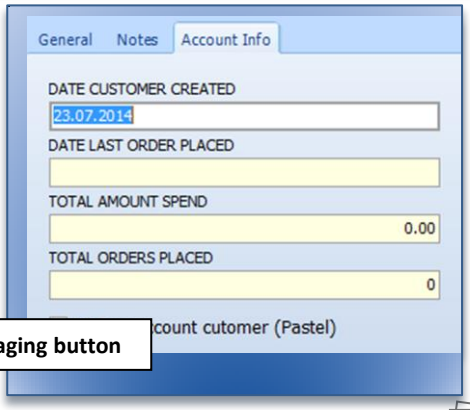
Go to Customers group and click on the Customers button

Like most of the forms in Retail Manager Version 7 the control buttons are located on the left. Simply click on the “Add New” button and begin completing the necessary criteria. You will notice some additional tabs at the top of the customers form like:

Notes
Enter notes for the selected customer.

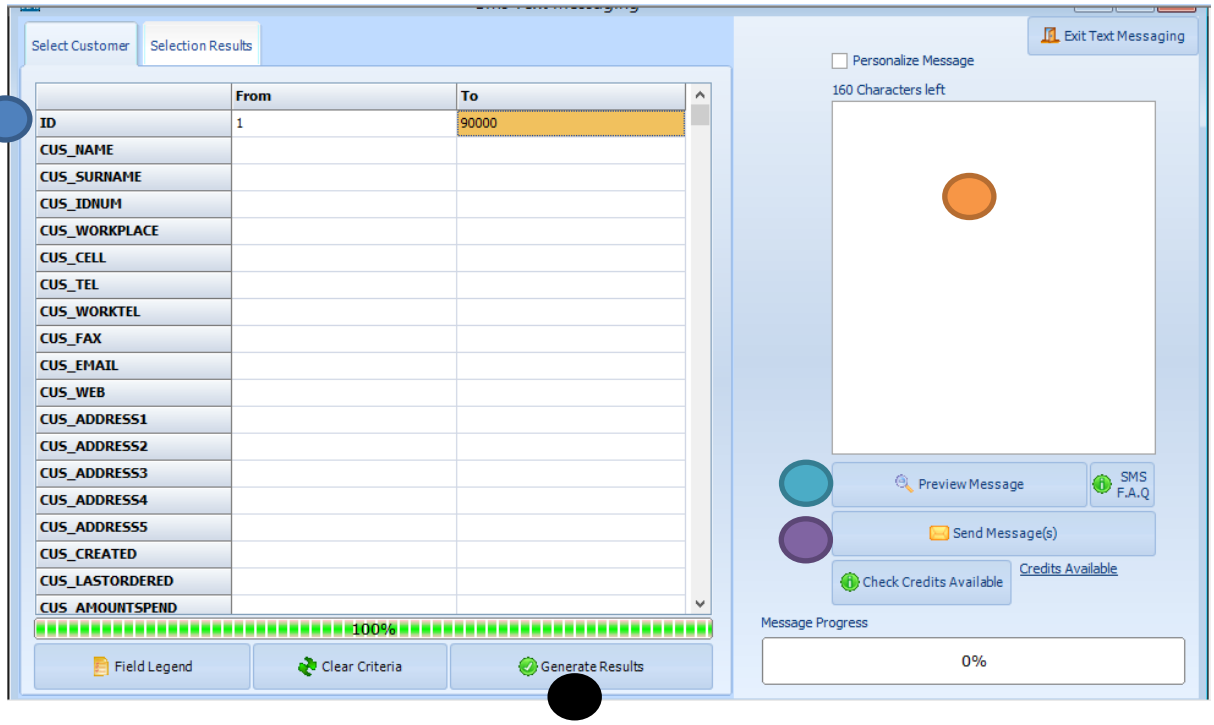


Account Info
This tab will list the account details for the selected customer.



5.2 Text Messaging

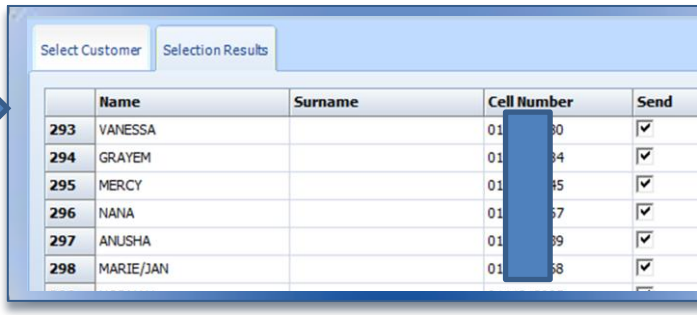
Go to Customers group and click on the Text messaging button



To begin the message process fill in the customer id range for the customers you wish to message you may use any of the fields you see in front of you. ID is the easiest way to generate the results.

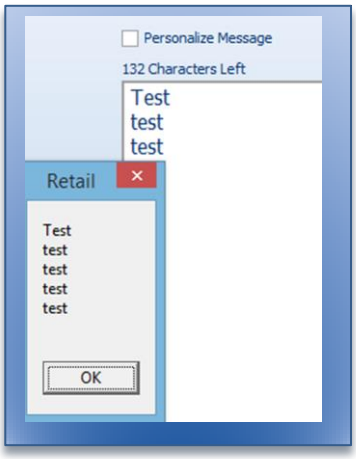
Clicking this button will display the customer\s you have insert in

The from and to section and will bring you to this screen



Now you can enter you message here you will see at the top how many characters are allowed

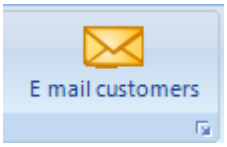
Clicking this button will show you a preview of the message you are about to send



Clicking this button will start sending the message and will let you know when completed

5.3 E Mail Customers

Go to Customers group and click on the E Mail Customer button



Please note that the E Mail Customers section is still under development and therefore will not open anything if clicked.

5.4 Table – Tab Viewer

Go to Customers group and click on the Table - Tab button

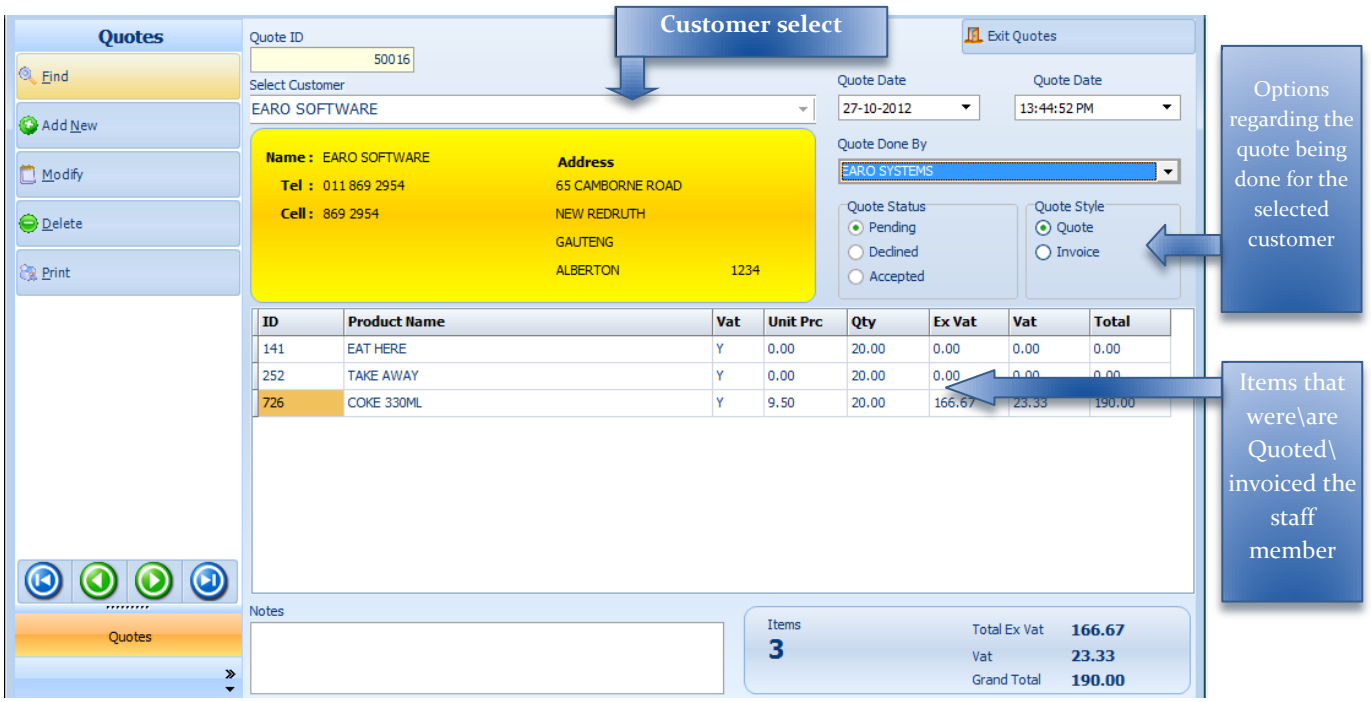
The Table – Tab Viewer when click will open a window showing you all your current open tabs and tables.

2

5.5 Quotes

Go to Customers group and click on the Quotes button

Like most of the forms in Retail Manager Version 7 the control buttons are located on the left. Simply click on the "Add New" button and begin completing the necessary criteria



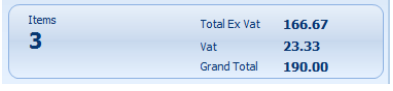
clicking the "add new" button you normally start by selecting the customer you are about to quote (the list accesses the customer database), Thereafter complete the particulars of the Invoice\Quote such as Quote status Pending, Declined, or Accepted and whether it's a Quote or an Invoice (the Quote, invoice date must be the date that the stock was Quoted, Invoiced at the store).

After the particulars have been entered double click on the first line under the product name heading; the empty cell changes to a drop down list of all your menu items currently on the system.

ID	Product Name	Vat	Unit Prc	Qty	Ex Vat	Vat	Total
141	EAT HERE	Y	0.00	20.00	0.00	0.00	0.00

Select the menu item and the list should close (Nb. If the list is selected and you start typing the products name it should start jumping to that product). After the desired product is selected hit the "Enter" key on your keyboard to "Commit the line

ID	Product Name	Vat	Unit Prc	Qty	Ex Vat	Vat	Total
141	EAT HERE	Y	0.00	20.00	0.00	0.00	0.00
252	TAKE AWAY	Y	0.00	20.00	0.00	0.00	0.00
726	COKE 330ML	Y	9.50	20.00	166.67	23.33	190.00

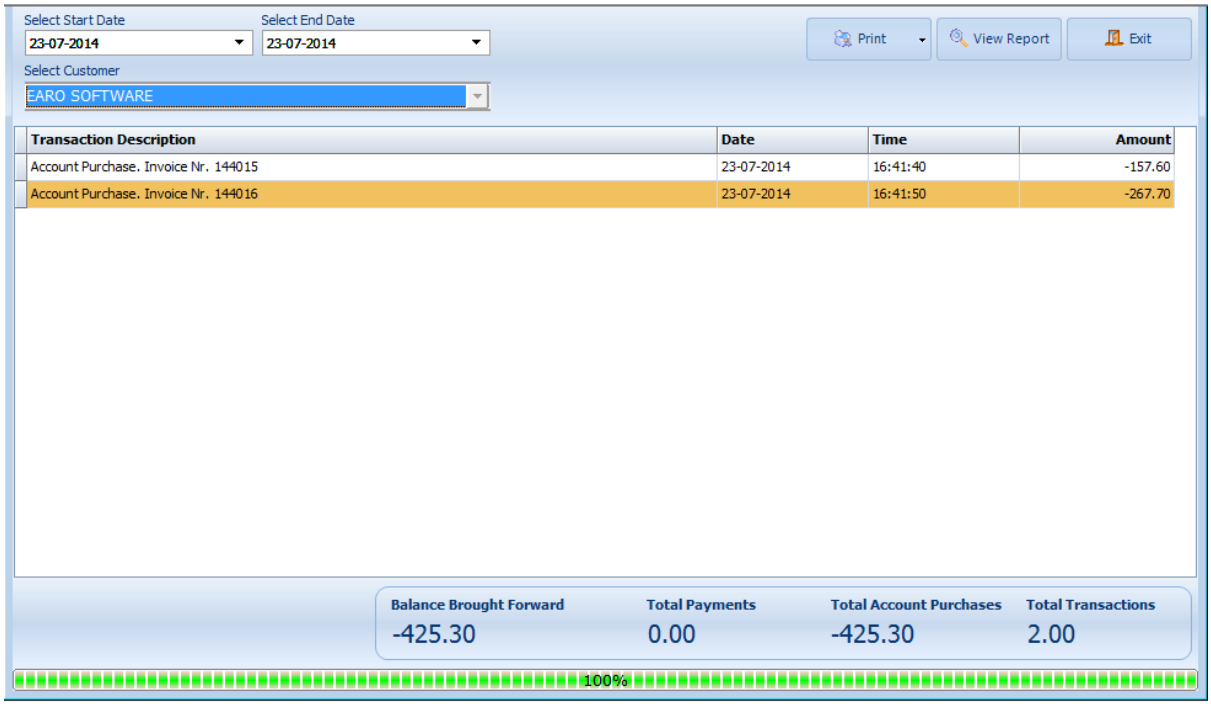


Just to see if everything was correctly captured and click on the "save" Button.

5.6 Accounts

5.6.1 Statements

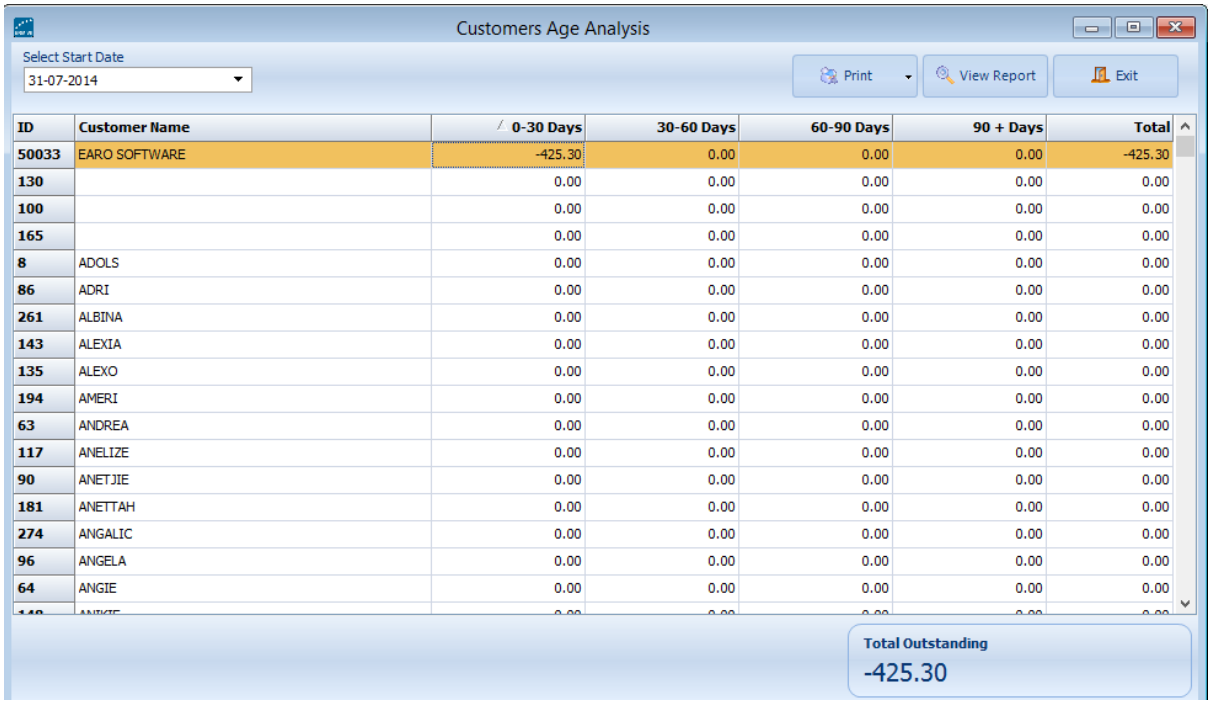
Go to Customers group and click on the Accounts button then Statements



To pull a customer statement simply select the customer in the dropdown menu and click on view report and the system will generate the requested report.

5.6.2 Ageing Analysis

Go to Customers group and click on the Accounts button then Ageing Analysis

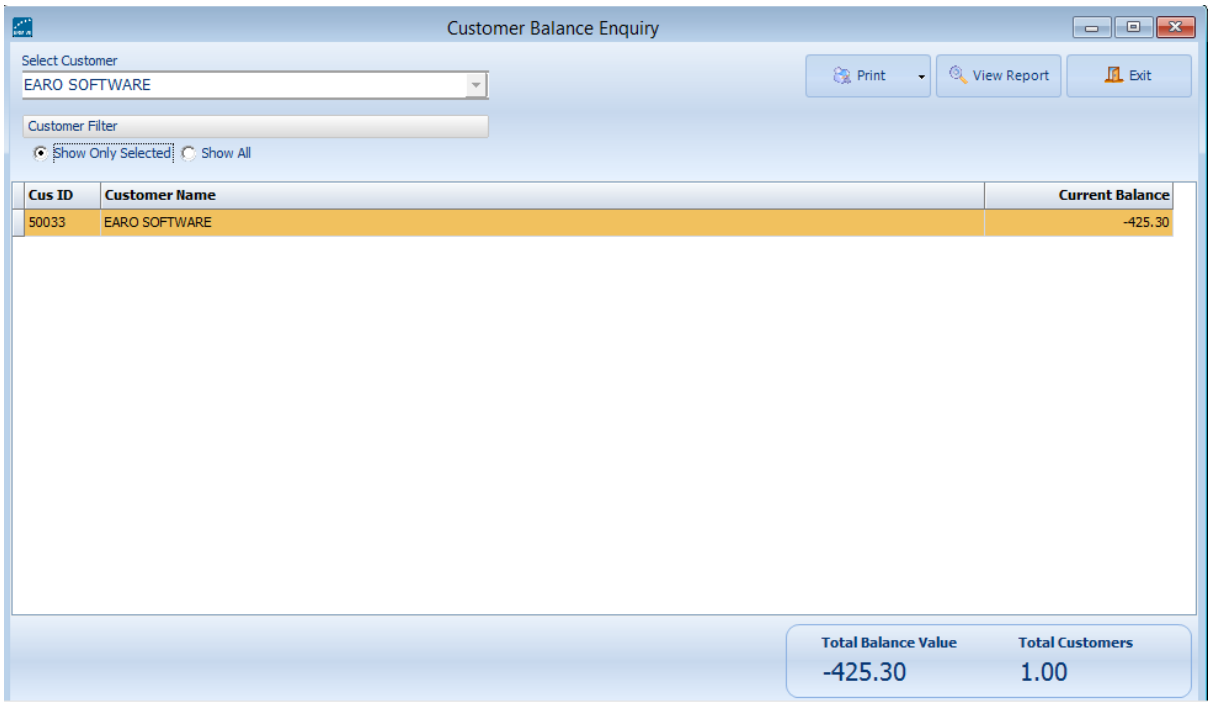


ID	Customer Name	0-30 Days	30-60 Days	60-90 Days	90 + Days	Total
50033	EARO SOFTWARE	-425.30	0.00	0.00	0.00	-425.30
130		0.00	0.00	0.00	0.00	0.00
100		0.00	0.00	0.00	0.00	0.00
165		0.00	0.00	0.00	0.00	0.00
8	ADOLS	0.00	0.00	0.00	0.00	0.00
86	ADRI	0.00	0.00	0.00	0.00	0.00
261	ALBINA	0.00	0.00	0.00	0.00	0.00
143	ALEXIA	0.00	0.00	0.00	0.00	0.00
135	ALEXO	0.00	0.00	0.00	0.00	0.00
194	AMERI	0.00	0.00	0.00	0.00	0.00
63	ANDREA	0.00	0.00	0.00	0.00	0.00
117	ANELIZE	0.00	0.00	0.00	0.00	0.00
90	ANETJIE	0.00	0.00	0.00	0.00	0.00
181	ANETTAH	0.00	0.00	0.00	0.00	0.00
274	ANGALIC	0.00	0.00	0.00	0.00	0.00
96	ANGELA	0.00	0.00	0.00	0.00	0.00
64	ANGIE	0.00	0.00	0.00	0.00	0.00

To view this report simply click on view report and it display a timeframe of 0-30 Days 30-60 Days and 90+ Days including the total balance for the customer this report will display all customers on the system.

5.6.3 Balance Enquiry

Go to Customers group and click on the Accounts button then Balance Enquiry



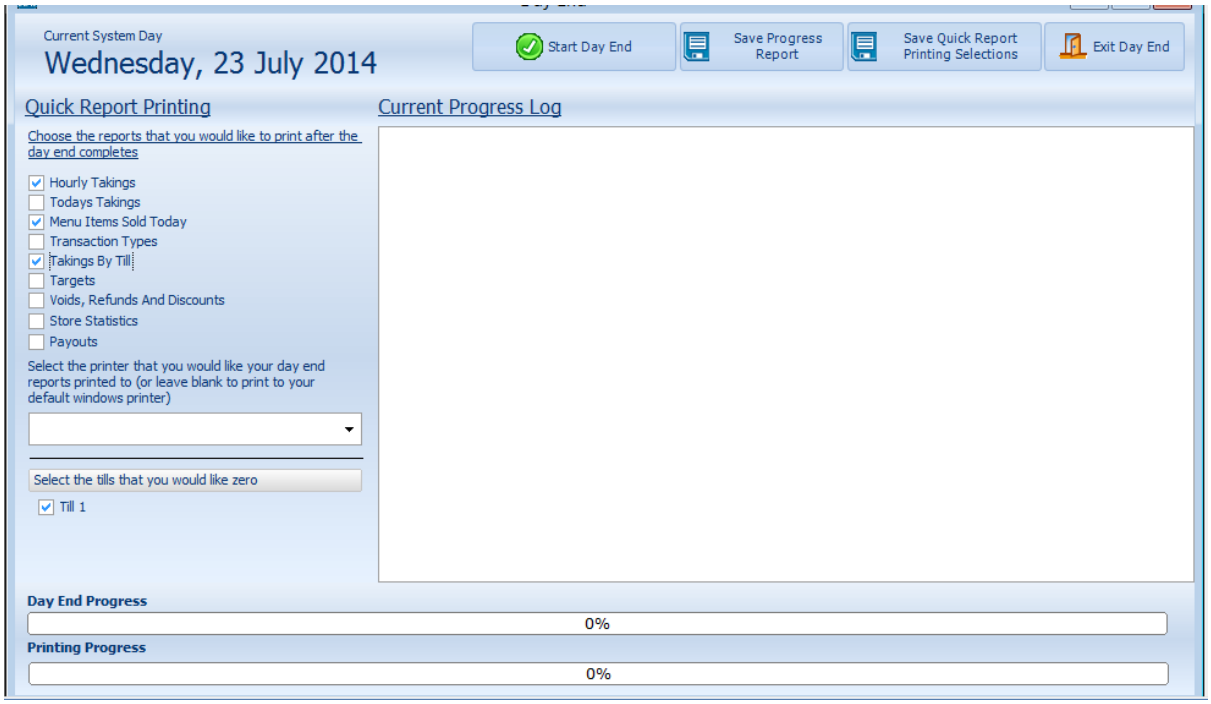
This report will show a balance for either a selected customer or all customer depending on which you choose as you can see under the Customer Filter there a is an option to choose which type of report you wish to access.

.

6 Daily Options

6.1 Day End

Go to Daily Options group and click on the Day End button

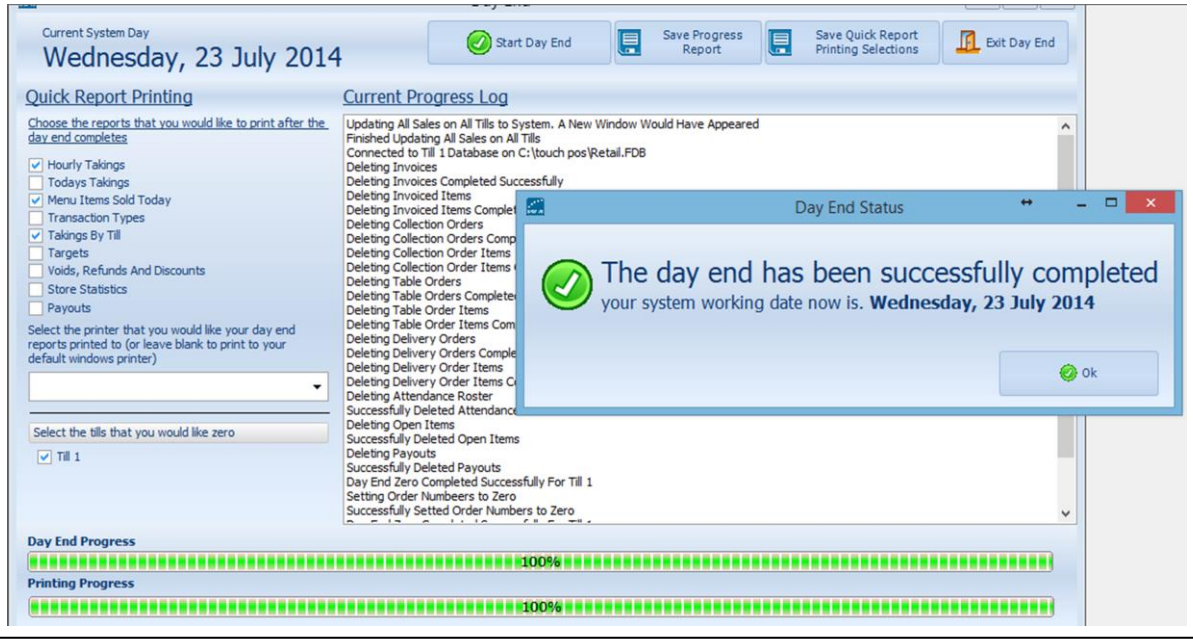

Current System Day
Wednesday, 23 July 2014
Start Day End
Save Progress Report
Save Quick Report Printing Selections
Exit Day End
Quick Report Printing
Current Progress Log
Choose the reports that you would like to print after the day end completes
Hourly Takings
Todays Takings
Menu Items Sold Today
Transaction Types
Takings By Till
Targets
Voids, Refunds And Discounts
Store Statistics
Payouts
Select the printer that you would like your day end reports printed to (or leave blank to print to your default windows printer)
Select the tills that you would like zero
Till 1
Day End Progress
0%
Printing Progress
0%

This is your main day end screen (Z-Reading)(End Of Day) you will see on the left hand side there are options for you to choose from click any of the boxes and the day end will print those reports you selected if you wish to not print anything the simply leave al the boxes blank.

You can also leave the printer selection blank the program will automatically print to your default printer.

After you done all that just click **START DAY END** and the program will do the rest.

This screen will appear if the day en is successful, if you get an error please phone our support department.



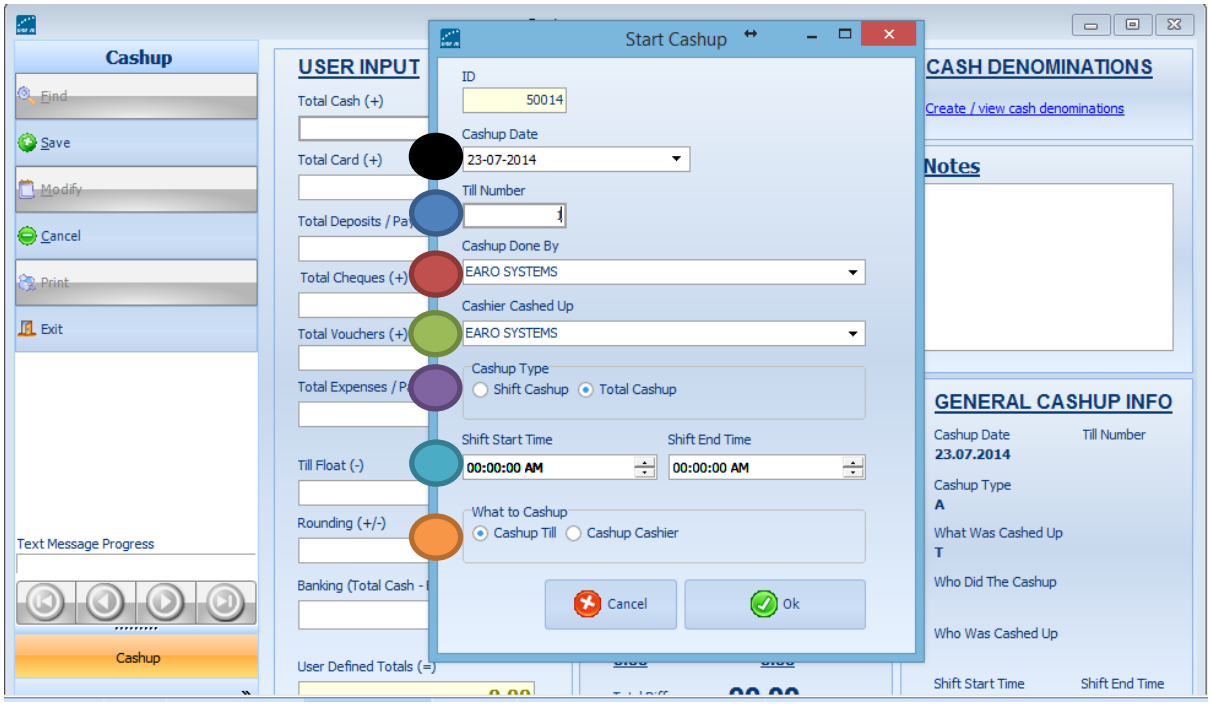
6.2 Cash up

6.2.1 Classic

Go to Daily Options group and click on the Cashup button

Please note there are 3 types of cash up please consult with Earo Software in which cash up will suit your needs.

Like most of the forms in Retail Manager Version 7 the control buttons are located on the left. Simply click on the "Add New" button and pop up menu you see here will appear.



Here you will select the date for the current cash up being done.

Here you will select the till number (This cash up style only allows one cash up at a time)

Here you will select the staff (manager) member doing the cash up.

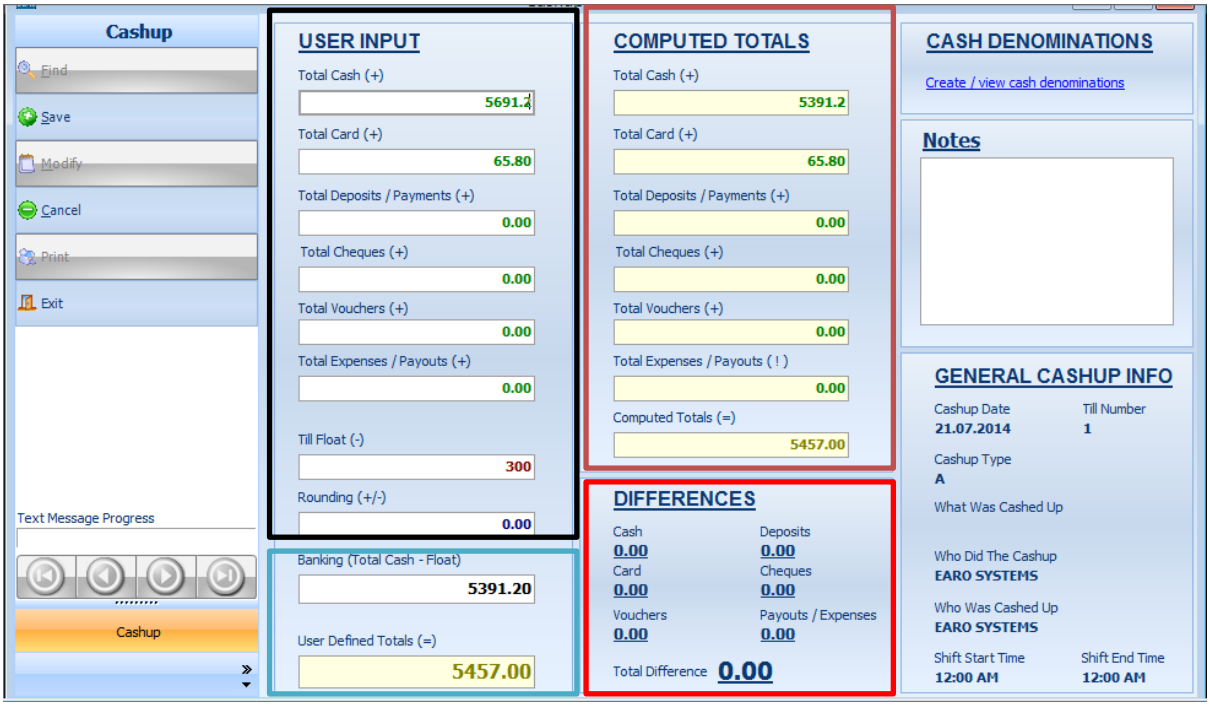
Here you will select the staff (cashier) who is being cashed up.

Here you will select whether it's a total cash up or shift.

Here you will select the time the cashier worked (This option only applies if you choose shift cash up)

Here you will choose whether it's a till cash up or cashier (if you chose shift cash up the cashier option must be selected)

When all the details are filled in simply click on cash up and you can begin with the inputs.



BLOCK BLACK:
This will be where you input the amount that you and the cashier have count being slips, cash drawer amounts, cheques, vouchers. When you look at **Block Blue** that is what the system thinks you have according to the data it pulled from the POS computer simply compare them with each other and start inputting your amounts

BLOCK BLUE:
This section is completely computer generated and can by no means be altered or be changed, you need to compare your cash up amounts with the computed amounts displaying here.

BLOCK GREEN:
This will display your banking and user defined (The Total Amount You Entered into the User Input Section) the banking total does not include your float with the amount, this is also computed and cannot be change unless you change total cash, card vouchers etc.

BLOCK RED:
This will display the differences between your input and that of the computer.

When done simply click on save button.

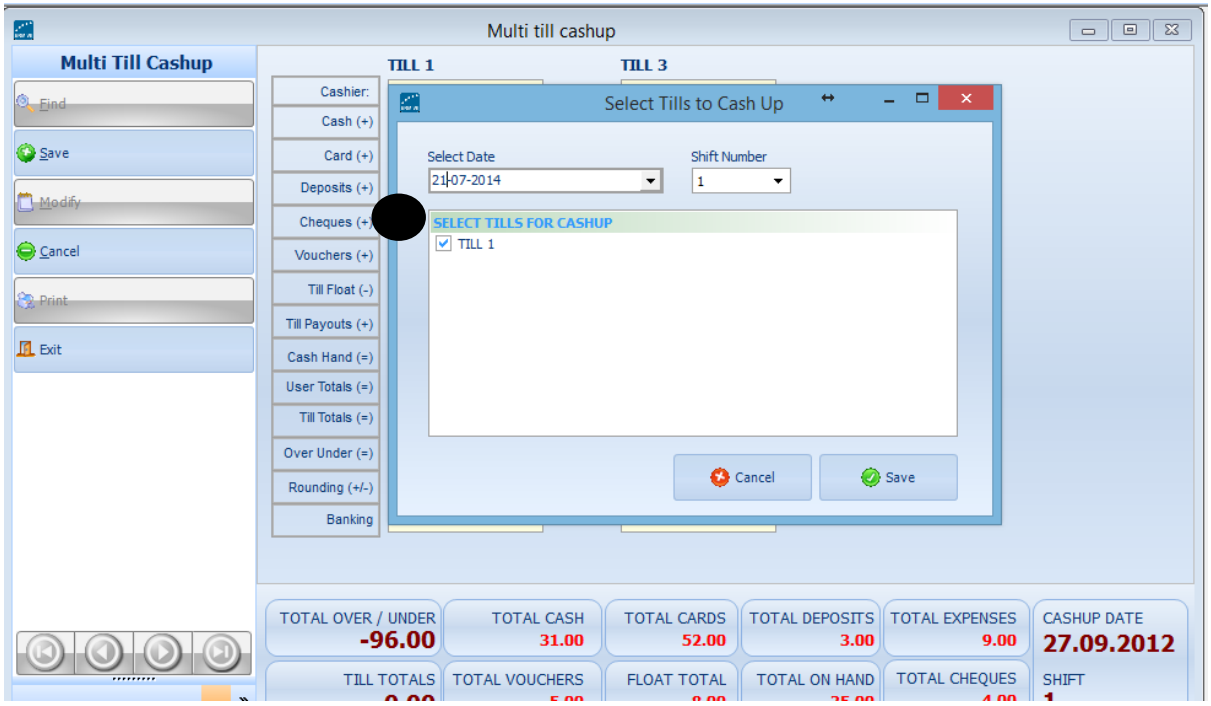
If you have more than **1** till in your store then you need to do the cash up again and where you select the till number simply press in number **2** and repeat.

.

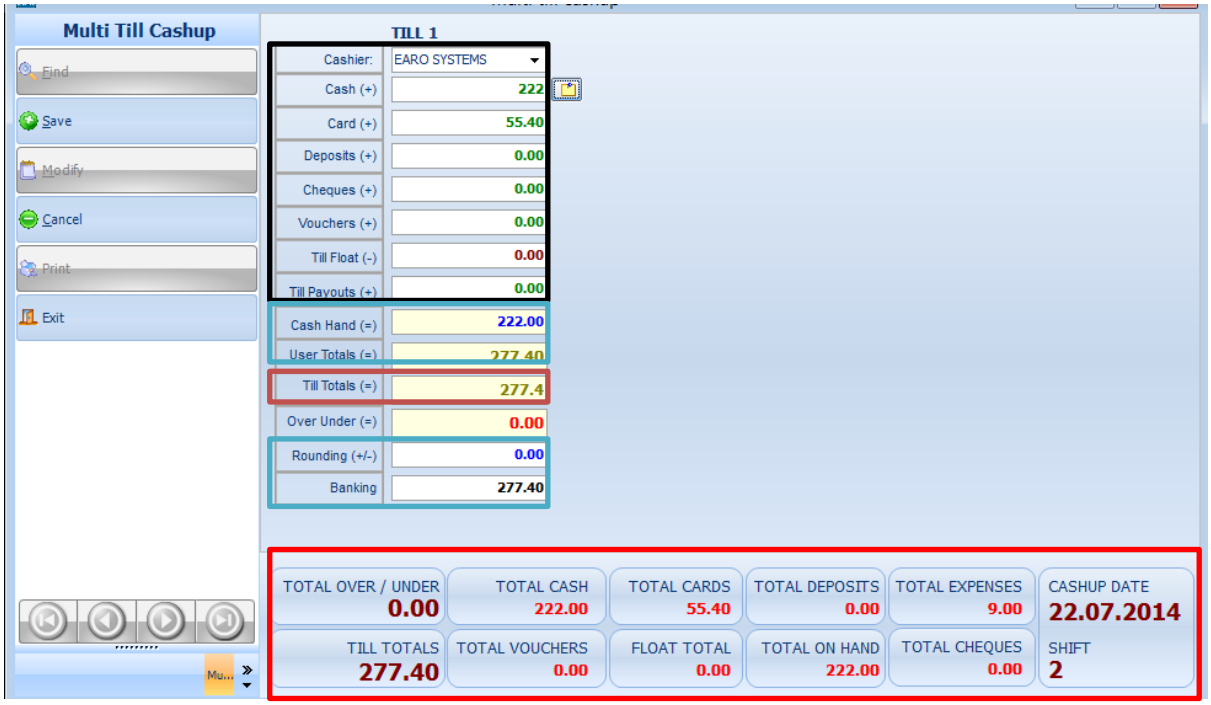
6.2.2 Multi Till

Go to Daily Options group and click on the Cashup button

Like most of the forms in Retail Manager Version 7 the control buttons are located on the left. Simply click on the "Add New" button and pop up menu you see here will appear.



Here you will select the tills to be cash up and the date along with the shift number, (the cash up blocks increase with the amount of tills you have active in your store)



BLOCK BLACK:
This will be where you input the amount that you and the cashier have count being slips, cash drawer amounts, cheques, vouchers. When you look at **Block Blue** that is what the system thinks you have according to the data it pulled from the POS computer simply compare them with each other and start inputting your amounts.

BLOCK BLUE:
This section is completely computer generated and can by no means be altered or be changed, you need to compare your cash up amounts with the computed amounts displaying here.

BLOCK GREEN:
This will display your banking and user defined (The Total Amount You Entered into the User Input Section) the banking total does not include your float with the amount, this is also computed and cannot be change unless you change total cash, card vouchers etc.

BLOCK RED:
This will display the differences between your input and that of the computer; also display the totals of all inputs if you have more than one till active.

When done simply click on save button.

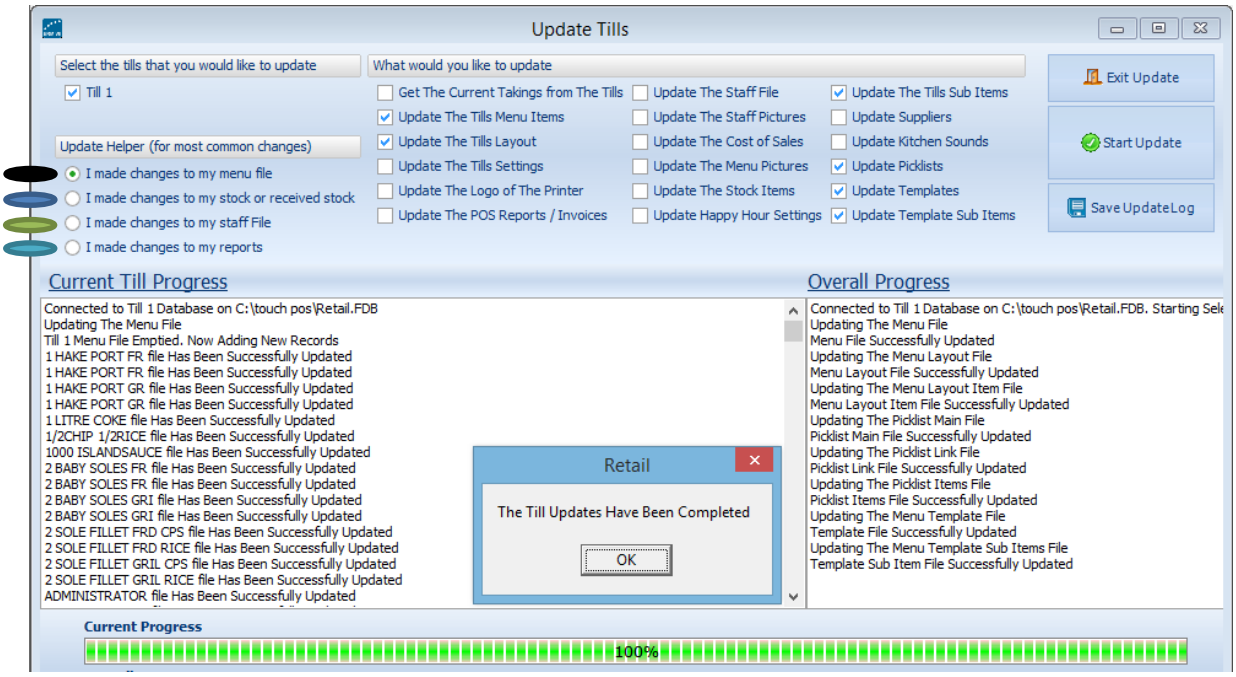
Unlike the Classic cash up this cash up can have multiple till at the same meaning you don't have to do one till at a time.

.

.

6.3 Update System

Go to Daily Options group and click on the Update System button


Update Tills
Select the tills that you would like to update
Till 1
What would you like to update
Get The Current Takings from The Tills
Update The Staff File
Update The Tills Sub Items
Update The Tills Menu Items
Update The Staff Pictures
Update Suppliers
Update The Tills Layout
Update The Cost of Sales
Update Kitchen Sounds
Update The Tills Settings
Update The Menu Pictures
Update Picklists
Update The Logo of The Printer
Update The Stock Items
Update Templates
Update The POS Reports / Invoices
Update Happy Hour Settings
Update Template Sub Items
Exit Update
Start Update
Save UpdateLog
Update Helper (for most common changes)
I made changes to my menu file
I made changes to my stock or received stock
I made changes to my staff File
I made changes to my reports
Current Till Progress
Overall Progress
Connected to Till 1 Database on C:\touch pos\Retail.FDB
Updating The Menu File
Till 1 Menu File Emptied. Now Adding New Records
1 HAKE PORT FR file Has Been Successfully Updated
1 HAKE PORT FR file Has Been Successfully Updated
1 HAKE PORT GR file Has Been Successfully Updated
1 HAKE PORT GR file Has Been Successfully Updated
1 LITRE COKE file Has Been Successfully Updated
1/2CHIP 1/2RICE file Has Been Successfully Updated
1000 ISLANDSAUCE file Has Been Successfully Updated
2 BABY SOLES FR file Has Been Successfully Updated
2 BABY SOLES FR file Has Been Successfully Updated
2 BABY SOLES GRI file Has Been Successfully Updated
2 BABY SOLES GRI file Has Been Successfully Updated
2 SOLE FILLET FRD CPS file Has Been Successfully Updated
2 SOLE FILLET FRD RICE file Has Been Successfully Updated
2 SOLE FILLET GRIL CPS file Has Been Successfully Updated
2 SOLE FILLET GRIL RICE file Has Been Successfully Updated
ADMINISTRATOR file Has Been Successfully Updated
Retail
The Till Updates Have Been Completed
OK
Connected to Till 1 Database on C:\touch pos\Retail.FDB. Starting Sele
Updating The Menu File
Menu File Successfully Updated
Updating The Menu Layout File
Menu Layout File Successfully Updated
Updating The Menu Layout Item File
Menu Layout Item File Successfully Updated
Updating The Picklist Main File
Picklist Main File Successfully Updated
Updating The Picklist Link File
Picklist Link File Successfully Updated
Updating The Picklist Items File
Picklist Items File Successfully Updated
Updating The Menu Template File
Template File Successfully Updated
Updating The Menu Template Sub Items File
Template Sub Item File Successfully Updated
Current Progress
100%

I Made Changes to My Menu File
Selecting this option will update your till with the **POS Layout** you created, you will also use this function if you make changes to the pricing of an menu item.

I Made Changes to My Stock or Received Stock
Selection this option will update the till with the cost of sales and the stock currently on the system.

I Made Changes to My Staff File
Selecting this option will update the staff to the till that you have inserted in the back office, Go to 9.2 to see how to create a staff member.

I Made Changes to My Report
Selecting this function will update the till slips (NB: Do not use this function unless instructed to by an Earo consultant)

After selecting the function the system needs to send to the till simply click on start update and the program will start updating the information to the till, if you get an error please phone Earo Software for assistance.

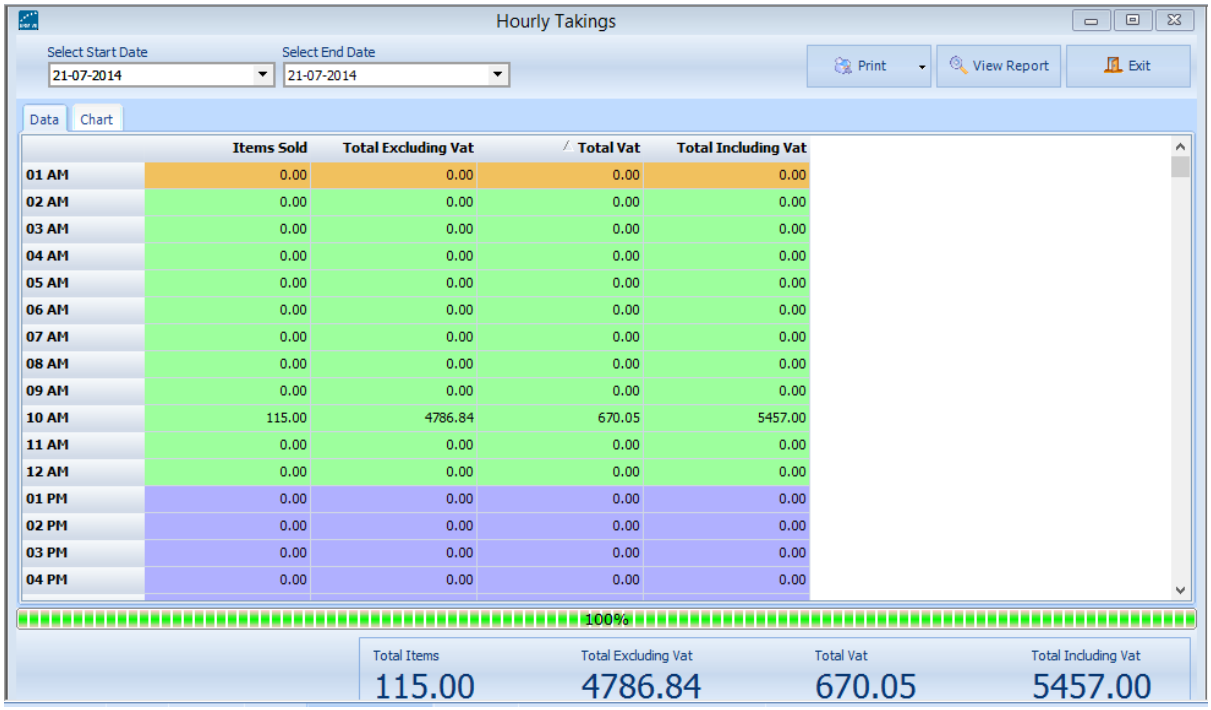
You will receive a message as you can see in the image above when the till have been successfully updated.

7 Takings

7.1 By Range

7.1.1 Hourly Turnover

Go to Takings Options group and click on the By Range button then Hourly Turnover

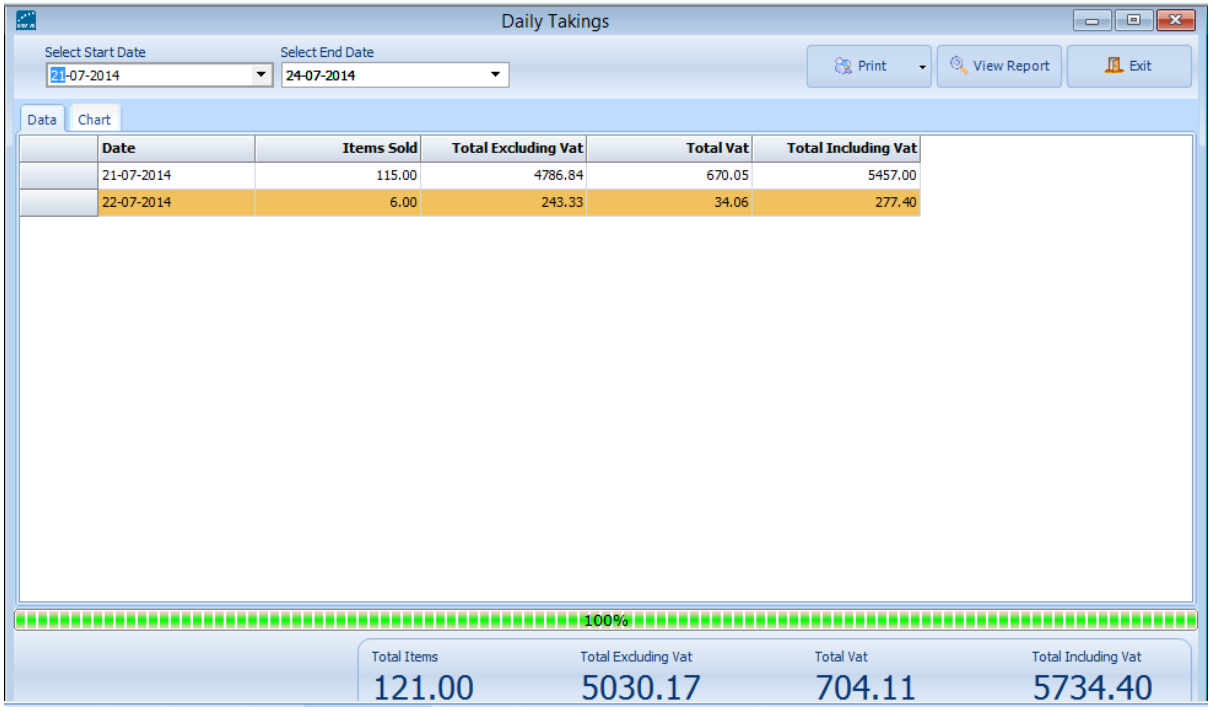


To view this report simply select the date and click on view report and it will generate the taking for an hourly duration.

.

7.1.2 Daily Turnover

Go to Takings Options group and click on the By Range button then Daily Turnover

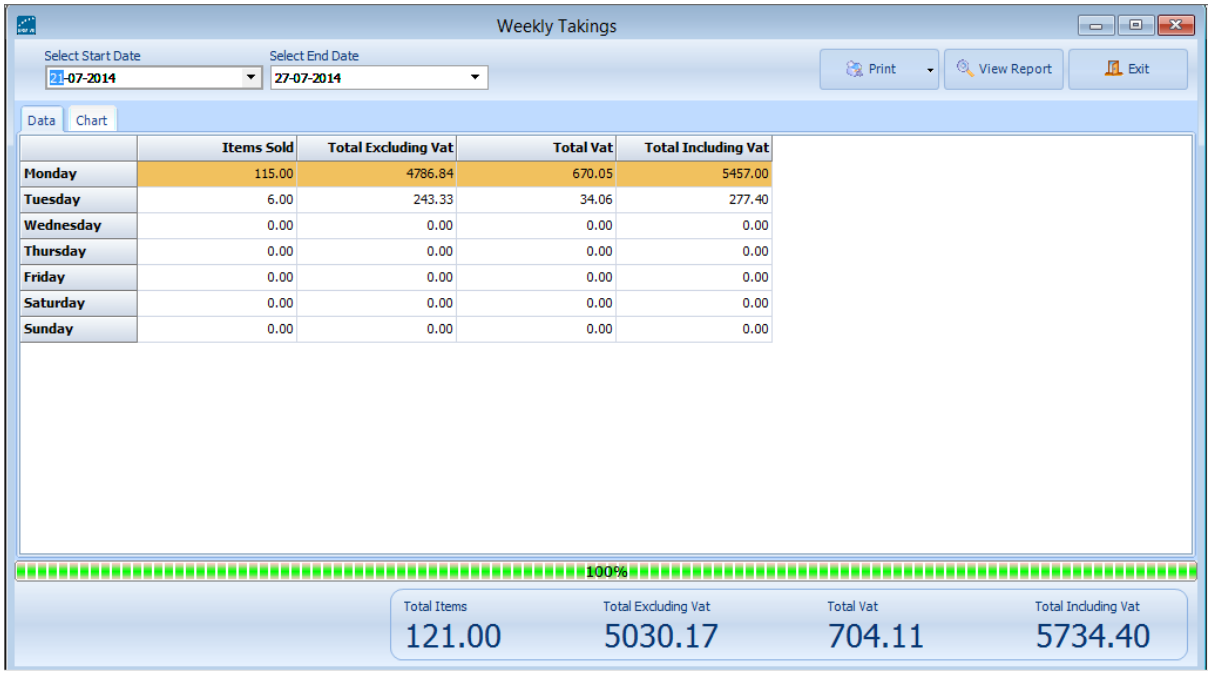


To view this report simply select the date and click on view report and it will generate the taking for a daily duration.

.

7.1.3 Weekly Turnover

Go to Takings Options group and click on the By Range button then Weekly Turnover



	Items Sold	Total Excluding Vat	Total Vat	Total Including Vat
Monday	115.00	4786.84	670.05	5457.00
Tuesday	6.00	243.33	34.06	277.40
Wednesday	0.00	0.00	0.00	0.00
Thursday	0.00	0.00	0.00	0.00
Friday	0.00	0.00	0.00	0.00
Saturday	0.00	0.00	0.00	0.00
Sunday	0.00	0.00	0.00	0.00

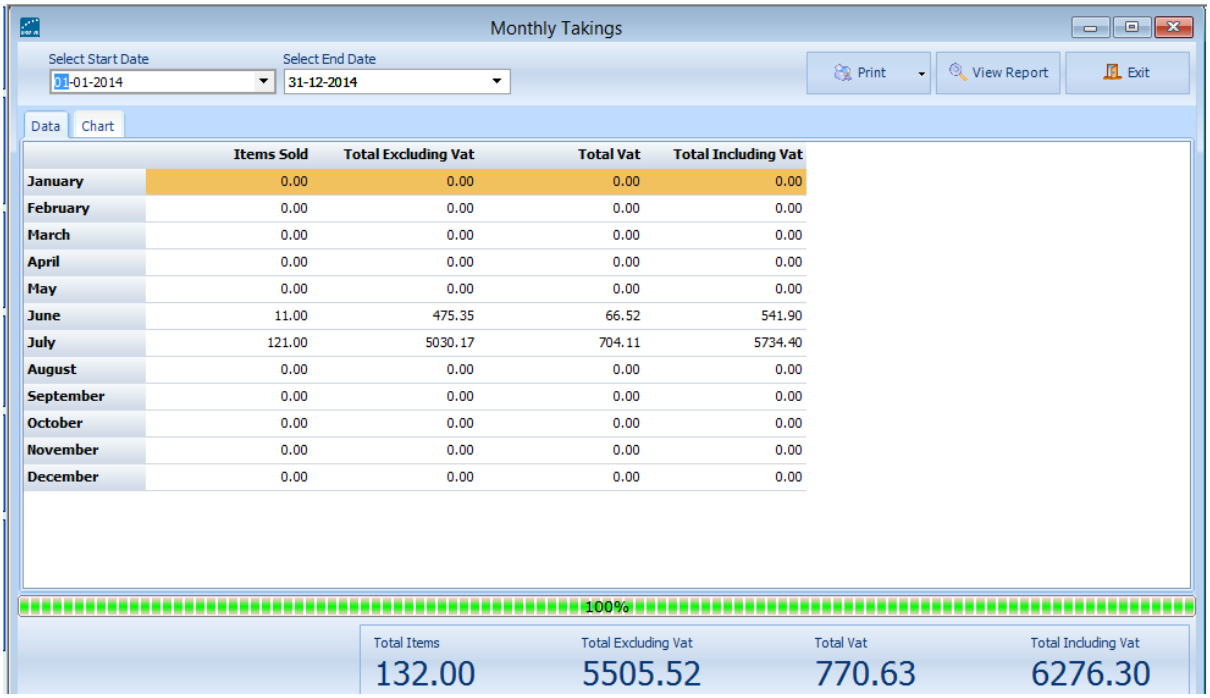
To view this report simply select the date and click on view report and it will generate the taking for a weekly duration.

.

.

7.1.4 Monthly Turnover

Go to Takings Options group and click on the By Range button then Monthy Turnover



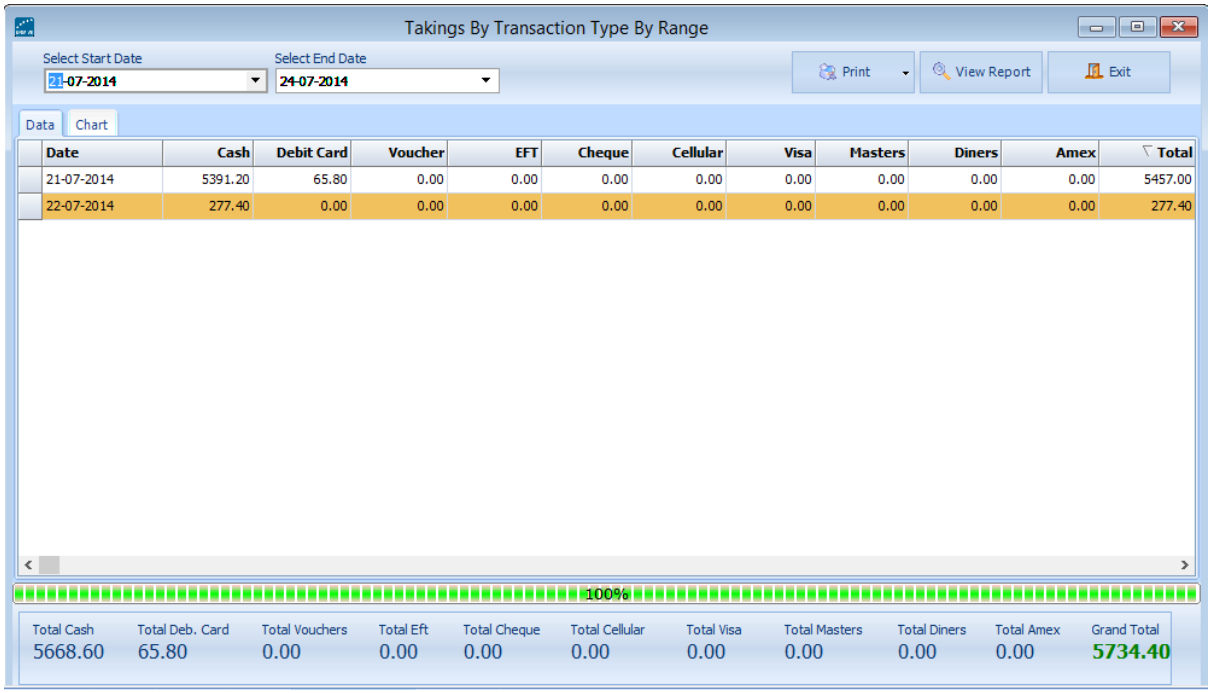
To view this report simply select the date and click on view report and it will generate the taking for a monthly duration.

.

.

7.1.5 Transaction Type Turnover

Go to Takings Options group and click on the By Range button then Transaction Type Turnover



To view this report simply select the date and click on view report and it will generate the takings by type of sale you will see at the top of the grid it separates the card, cash, EFT etc.

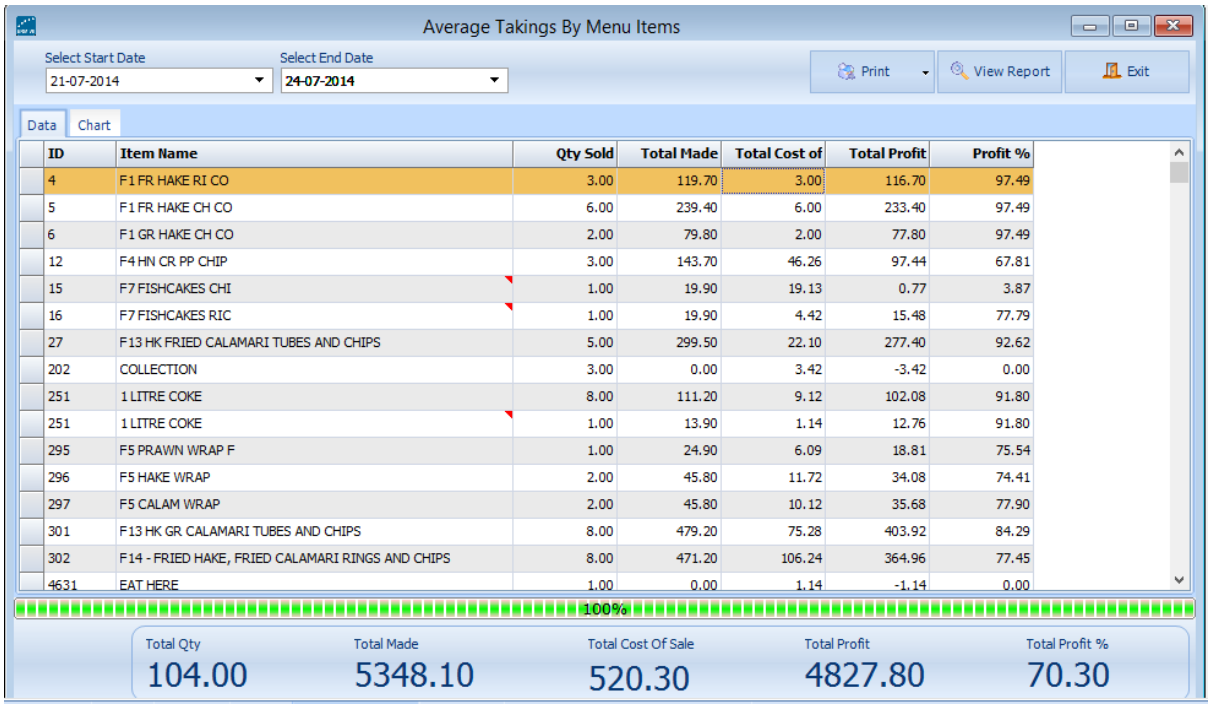
.

.

7.2 By Item

7.2.1 Takings by Item (Combined)

Go to Takings Options group and click on the By Item button then Takings By Item (Combined)



ID	Item Name	Qty Sold	Total Made	Total Cost of	Total Profit	Profit %
4	F1 FR HAKE RI CO	3.00	119.70	3.00	116.70	97.49
5	F1 FR HAKE CH CO	6.00	239.40	6.00	233.40	97.49
6	F1 GR HAKE CH CO	2.00	79.80	2.00	77.80	97.49
12	F4 HN CR PP CHIP	3.00	143.70	46.26	97.44	67.81
15	F7 FISHCAKES CHI	1.00	19.90	19.13	0.77	3.87
16	F7 FISHCAKES RIC	1.00	19.90	4.42	15.48	77.79
27	F13 HK FRIED CALAMARI TUBES AND CHIPS	5.00	299.50	22.10	277.40	92.62
202	COLLECTION	3.00	0.00	3.42	-3.42	0.00
251	1 LITRE COKE	8.00	111.20	9.12	102.08	91.80
251	1 LITRE COKE	1.00	13.90	1.14	12.76	91.80
295	F5 PRAWN WRAP F	1.00	24.90	6.09	18.81	75.54
296	F5 HAKE WRAP	2.00	45.80	11.72	34.08	74.41
297	F5 CALAM WRAP	2.00	45.80	10.12	35.68	77.90
301	F13 HK GR CALAMARI TUBES AND CHIPS	8.00	479.20	75.28	403.92	84.29
302	F14 - FRIED HAKE, FRIED CALAMARI RINGS AND CHIPS	8.00	471.20	106.24	364.96	77.45
4631	EAT HERE	1.00	0.00	1.14	-1.14	0.00

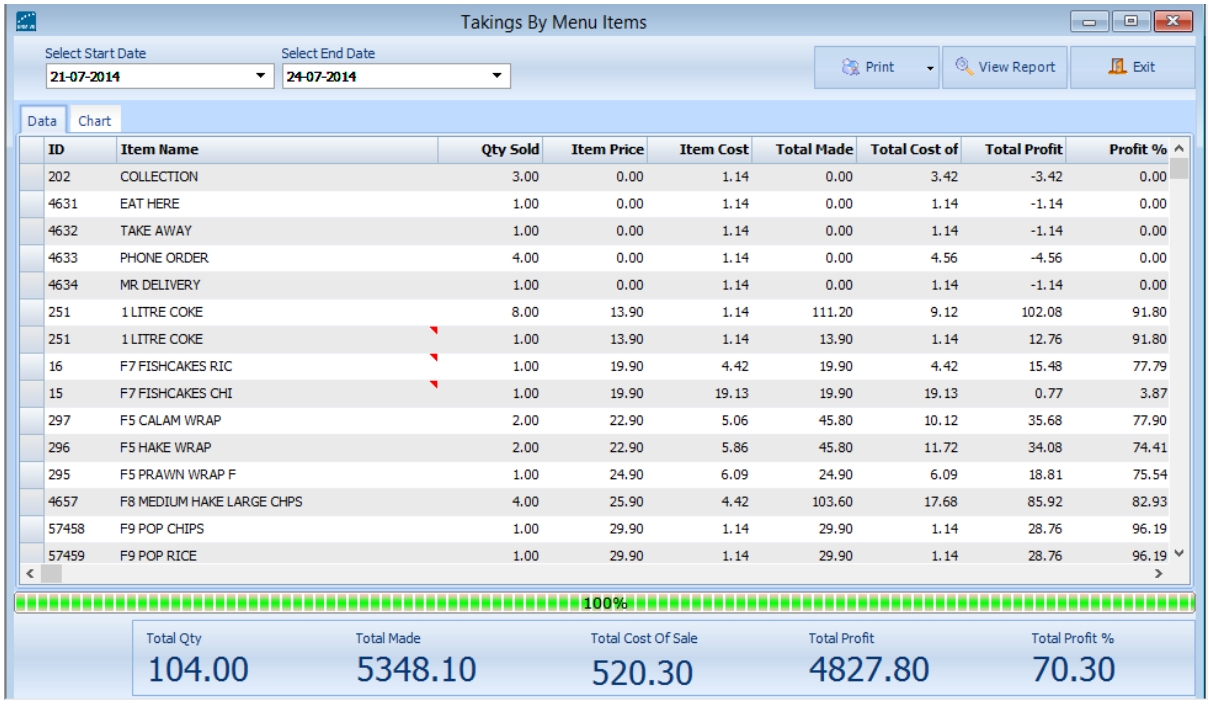
To view this report simply select the date and click on view report and it will generate the takings for the menu items sold on a combined view.

.

.

7.2.2 Takings by Item (Uncombined)

Go to Takings Options group and click on the By Item button then Takings By Item (Uncombined)



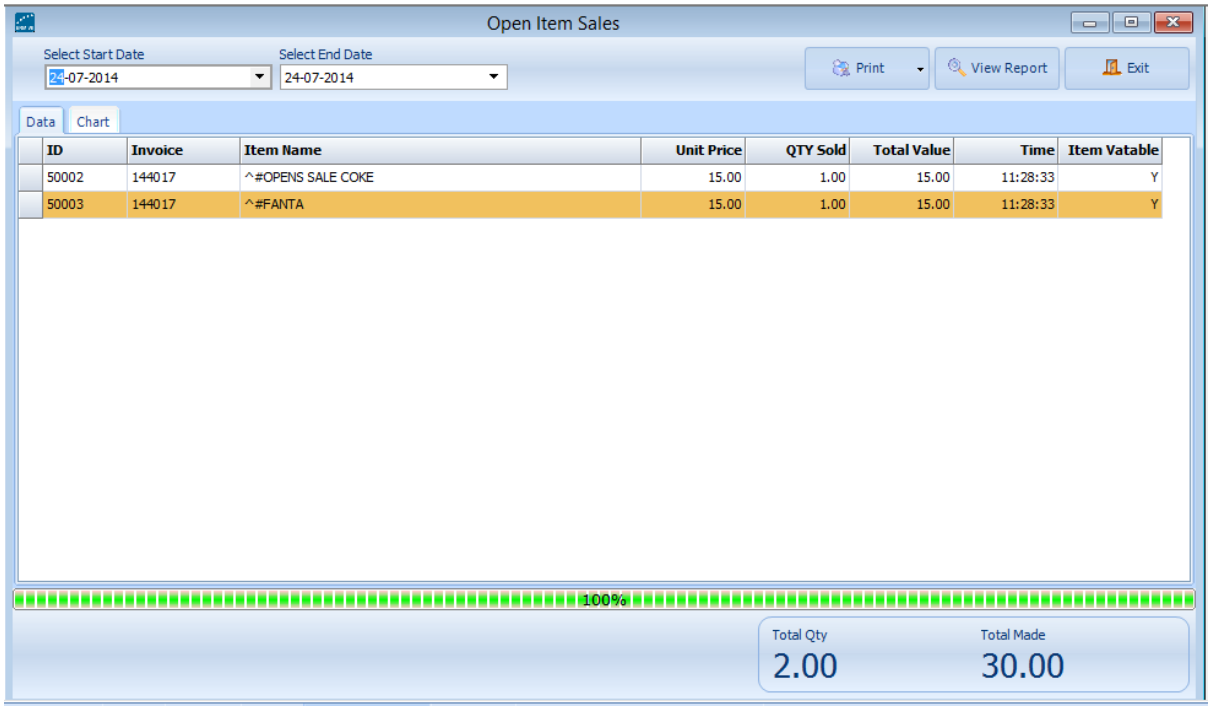
ID	Item Name	Qty Sold	Item Price	Item Cost	Total Made	Total Cost of	Total Profit	Profit %
202	COLLECTION	3.00	0.00	1.14	0.00	3.42	-3.42	0.00
4631	EAT HERE	1.00	0.00	1.14	0.00	1.14	-1.14	0.00
4632	TAKE AWAY	1.00	0.00	1.14	0.00	1.14	-1.14	0.00
4633	PHONE ORDER	4.00	0.00	1.14	0.00	4.56	-4.56	0.00
4634	MR DELIVERY	1.00	0.00	1.14	0.00	1.14	-1.14	0.00
251	1 LITRE COKE	8.00	13.90	1.14	111.20	9.12	102.08	91.80
251	1 LITRE COKE	1.00	13.90	1.14	13.90	1.14	12.76	91.80
16	F7 FISHCAKES RIC	1.00	19.90	4.42	19.90	4.42	15.48	77.79
15	F7 FISHCAKES CHI	1.00	19.90	19.13	19.90	19.13	0.77	3.87
297	F5 CALAM WRAP	2.00	22.90	5.06	45.80	10.12	35.68	77.90
296	F5 HAKE WRAP	2.00	22.90	5.86	45.80	11.72	34.08	74.41
295	F5 PRAWN WRAP F	1.00	24.90	6.09	24.90	6.09	18.81	75.54
4657	F8 MEDIUM HAKE LARGE CHPS	4.00	25.90	4.42	103.60	17.68	85.92	82.93
57458	F9 POP CHIPS	1.00	29.90	1.14	29.90	1.14	28.76	96.19
57459	F9 POP RICE	1.00	29.90	1.14	29.90	1.14	28.76	96.19

To view this report simply select the date and click on view report and it will generate the takings for the menu items sold on a combined view.

.

7.2.3 Open Item Sale

Go to Takings Options group and click on the By Item button then Open Item Sale



To view this report simply select the date and click on view report and it will generate the takings for open sale items done on the till\s.

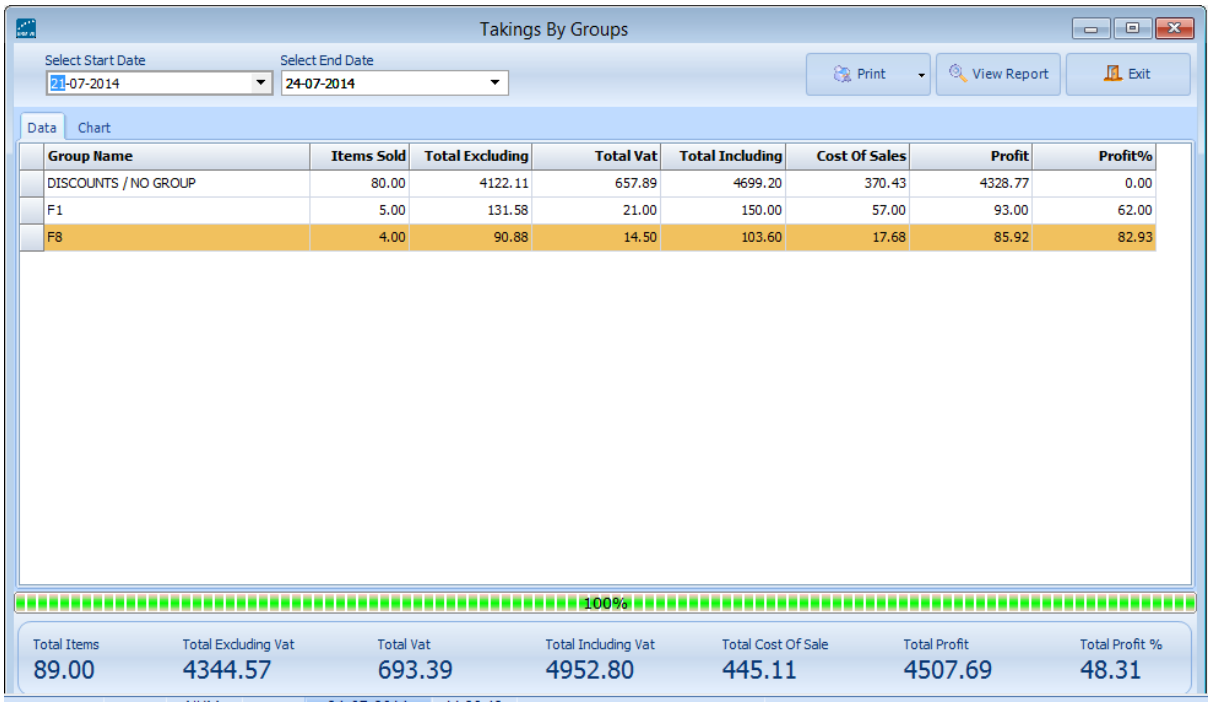
.

.

7.3 By Group

7.3.1 By Main Group

Go to Takings Options group and click on the By Group button then By Main Group

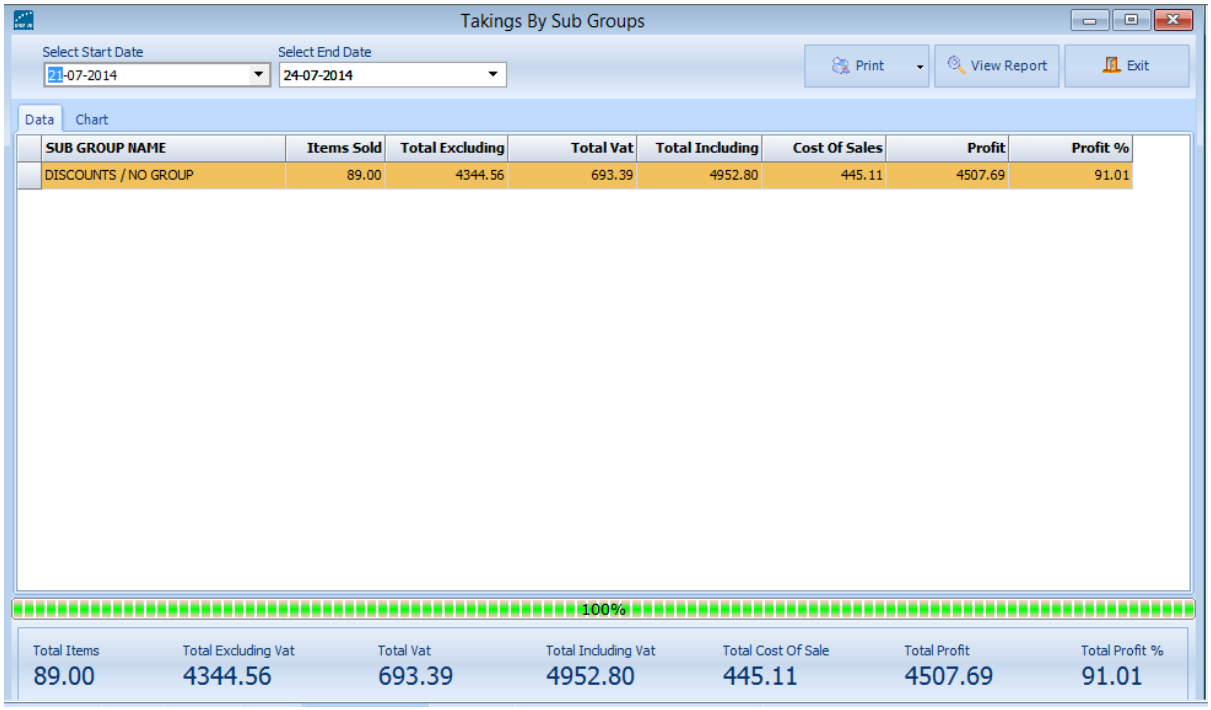


To view this report simply select the date and click on view report and it will generate the takings for the main groups on the system.

.

7.3.2 By Sub Group

Go to Takings Options group and click on the By Group button then By Sub Group

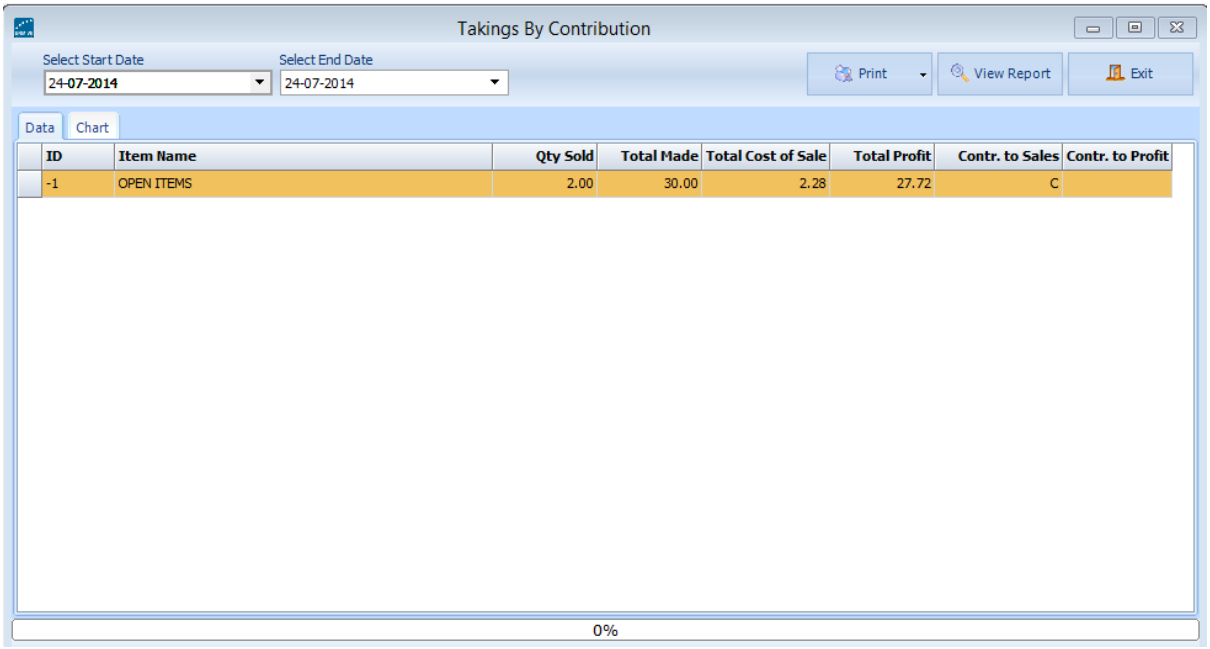


To view this report simply select the date and click on view report and it will generate the takings for the sub groups on the system.

.

7.4 Contribution

Go to Takings Options group and click on the Contribution button



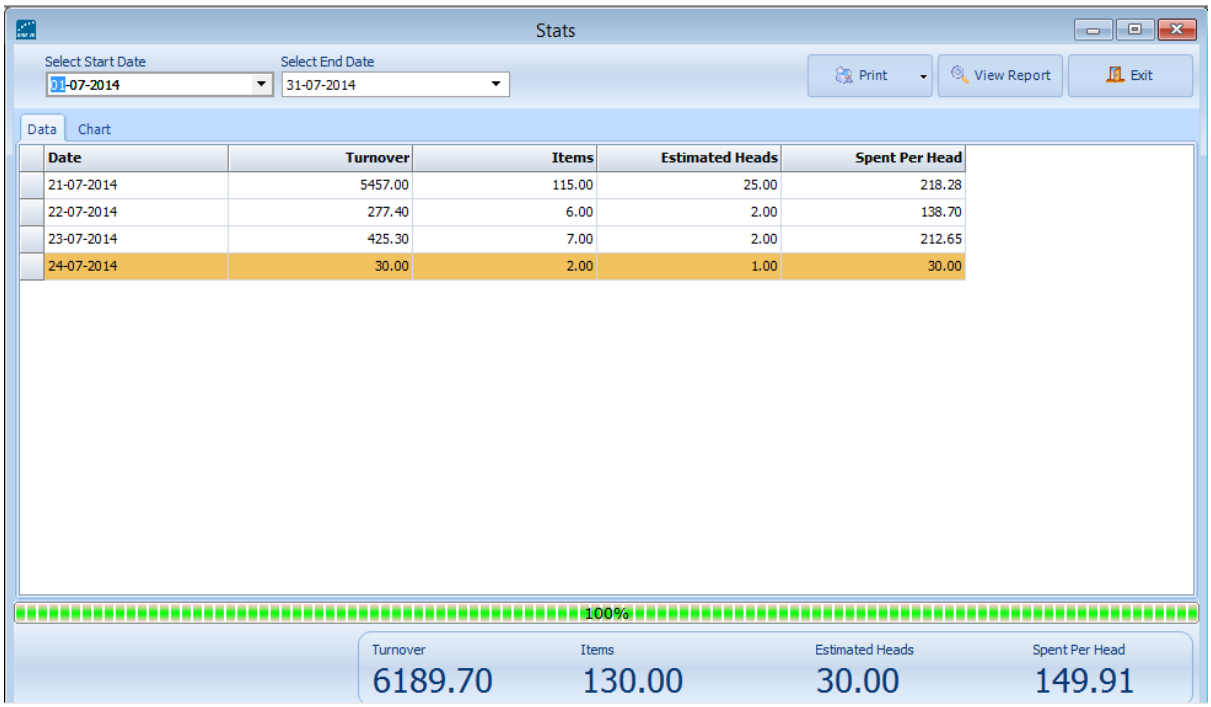
To view this report simply select the date and click on view report and it will generate the takings by contribution the system received from the till\s.

.

7.5 Stats

7.5.1 Daily Stats

Go to Takings Options group and click on the By Group button then By Sub Group

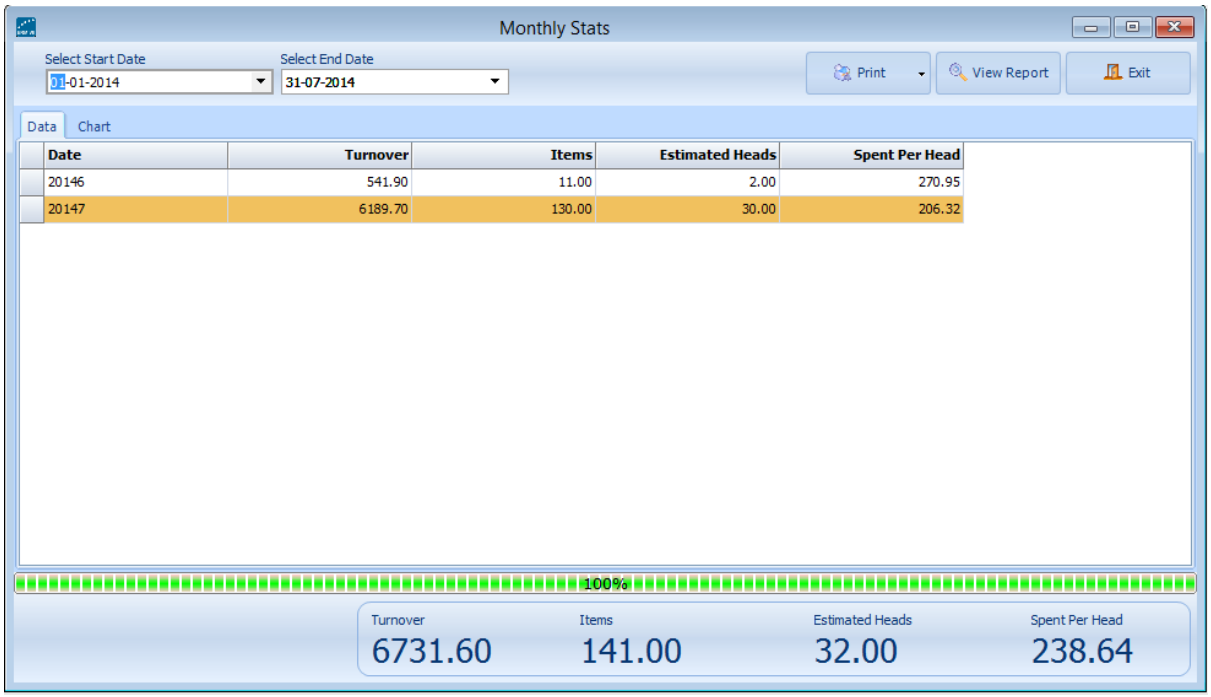


To view this report simply select the date and click on view report and it will generate the takings by a daily stats including turnover estimated heads and per head.

.

7.5.2 Monthly stats

Go to Takings Options group and click on the Stats button then Monthly Stats

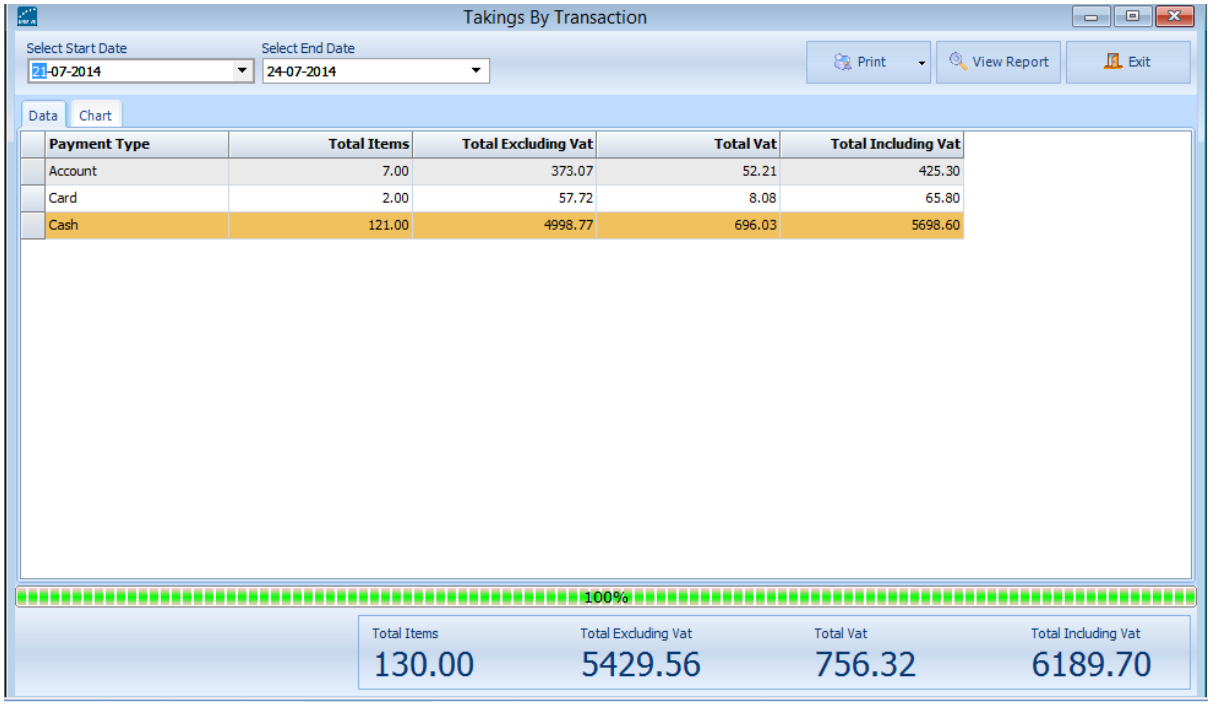


To view this report simply select the date and click on view report and it will generate the takings by a monthly stats including turnover estimated heads and per head.

.

7.6 By Transaction

Go to Takings Options group and click on the By Transaction button



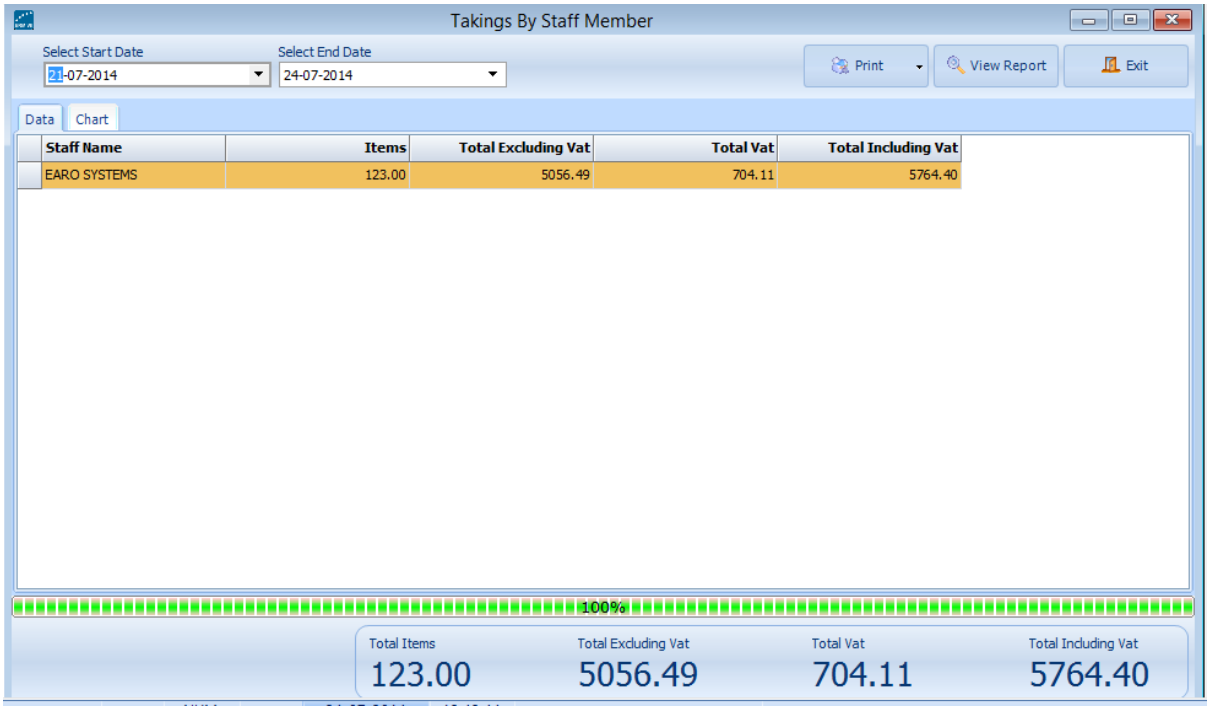
To view this report simply select the date and click on view report and it will generate the takings by transactions being card, cash account etc.

.

.

7.7 By Staff

Go to Takings Options group and click on the By Staff button



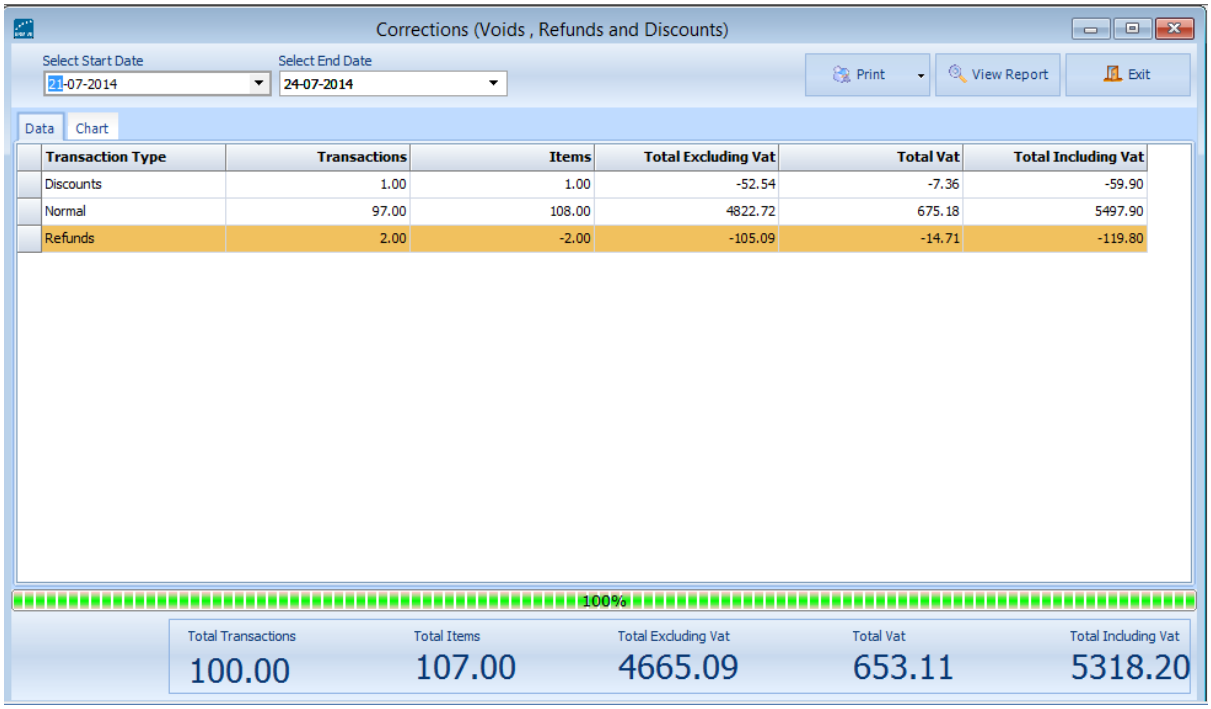
To view this report simply select the date and click on view report and it will generate the takings for the staff members that was working on the tills that day.

.

1

7.8 Corrections

Go to Takings Options group and click on the Corrections button


Corrections (Voids , Refunds and Discounts)
Select Start Date
21-07-2014
Select End Date
24-07-2014
Print
View Report
Exit
Data
Chart
Transaction Type | Transactions | Items | Total Excluding Vat | Total Vat | Total Including Vat
Discounts | 1.00 | 1.00 | -52.54 | -7.36 | -59.90
Normal | 97.00 | 108.00 | 4822.72 | 675.18 | 5497.90
Refunds | 2.00 | -2.00 | -105.09 | -14.71 | -119.80
100%
Total Transactions 100.00
Total Items 107.00
Total Excluding Vat 4665.09
Total Vat 653.11
Total Including Vat 5318.20

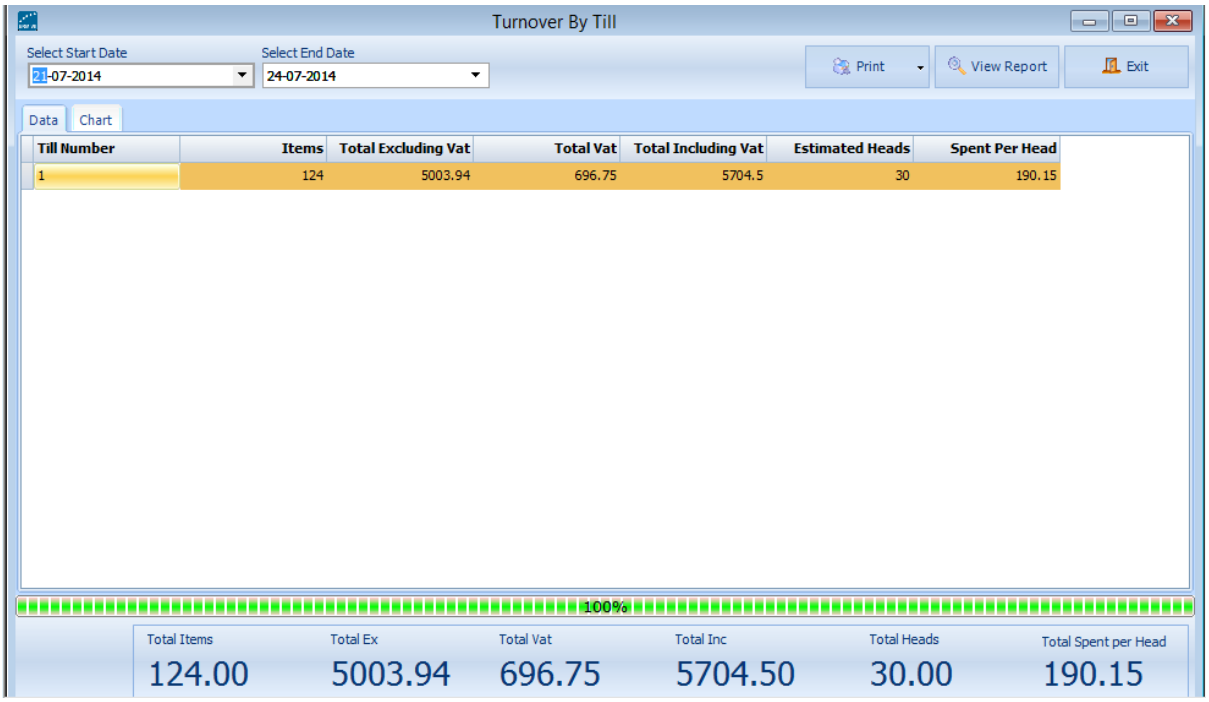
To view this report simply select the date and click on view report and it will generate the takings for correction for the selected day showing you the Refunds Discounts etc.

.

7.9 By Till

7.9.1 Takings By Till

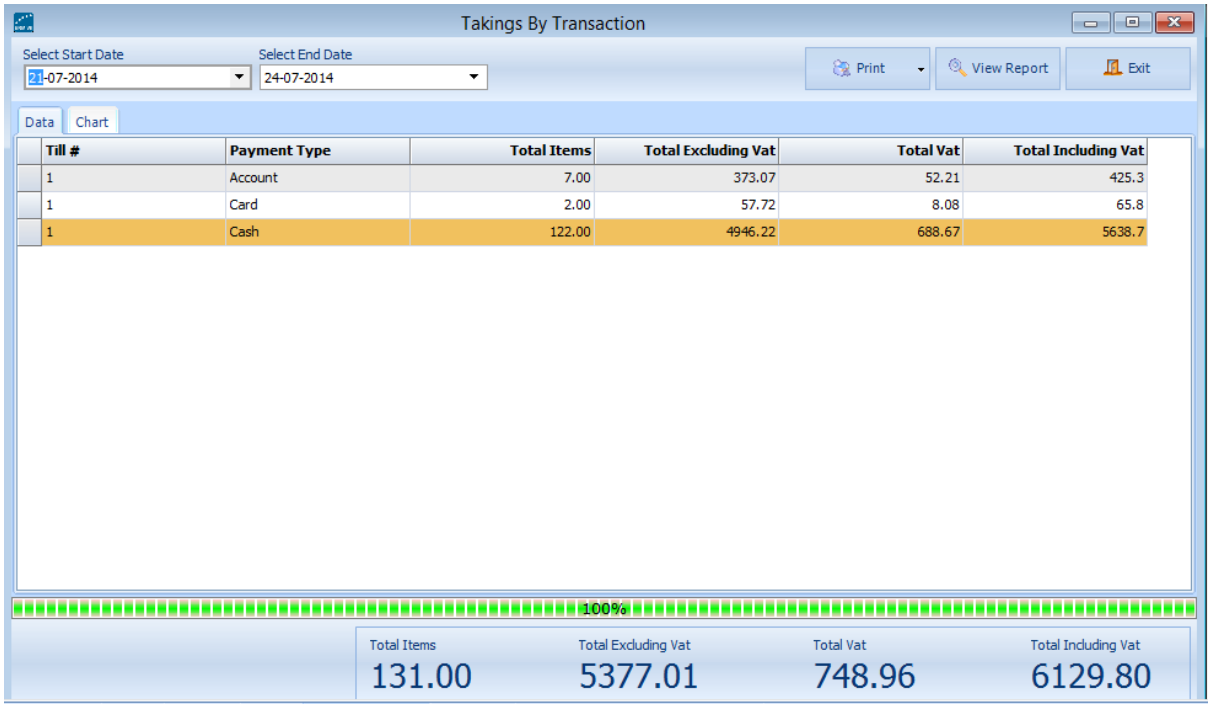
Go to Takings Options group and click on the By Till button then Takings By Till



To view this report simply select the date and click on view report and it will generate the total takings for each till in the store.

7.9.2 Transactions By Till

Go to Takings Options group and click on the By Till button then Transactions By Till



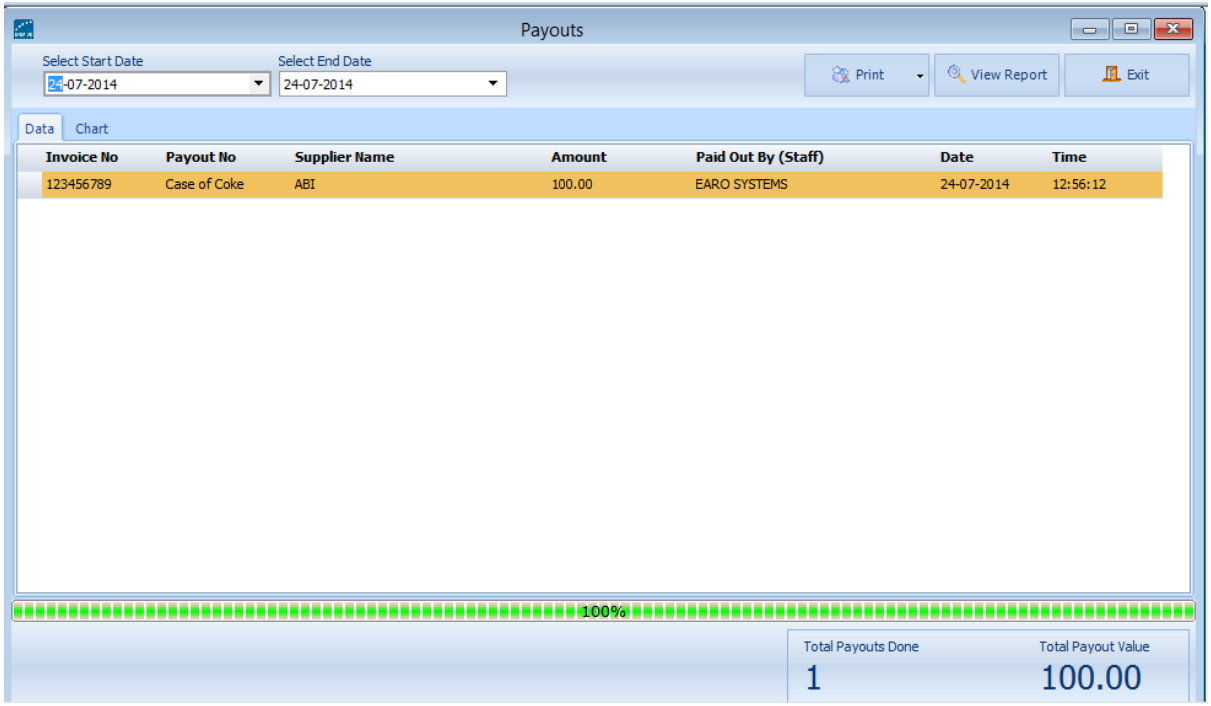
To view this report simply select the date and click on view report and it will generate the takings by transactions for each individual till in the store being card, cash account etc.

.

.

7.10 Pay outs

Go to Takings Options group and click on the Pay Outs button

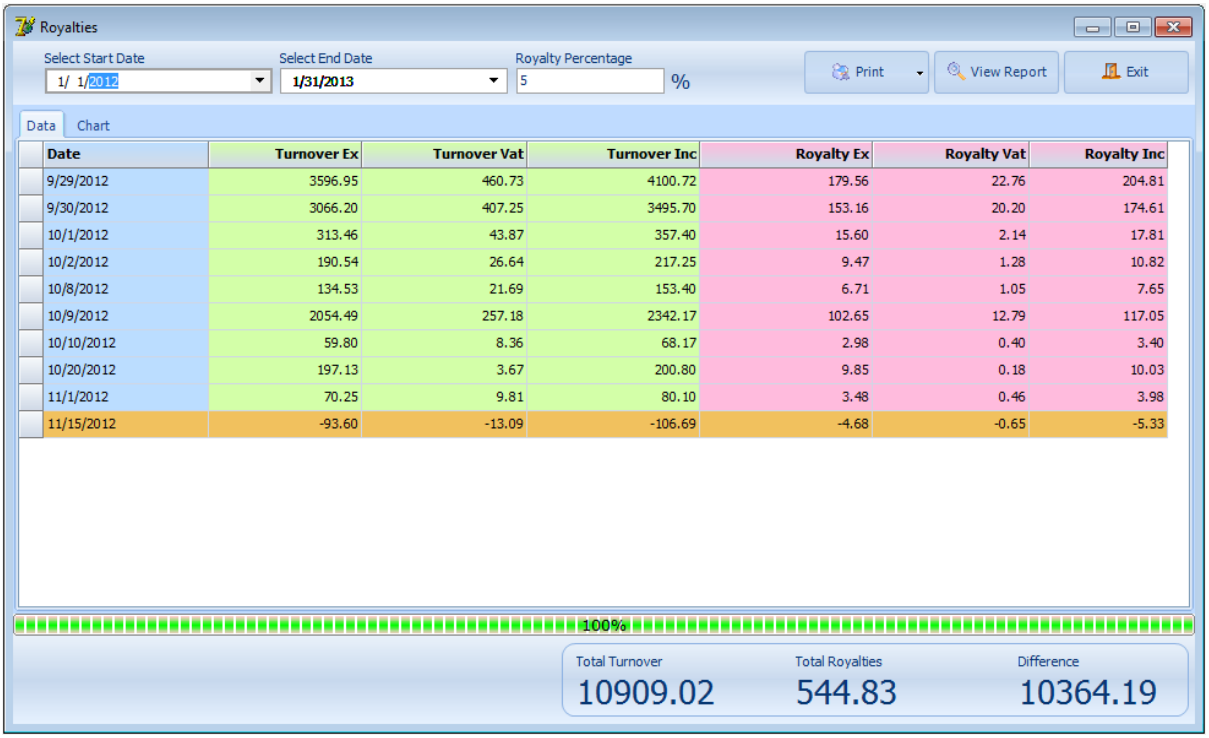


To view this report simply select the date and click on view report and it will generate the total pay-out done for the selected along with the description of the pay-out item.

.

7.11 Royalty

Go to Takings Options group and click on the Royalty button



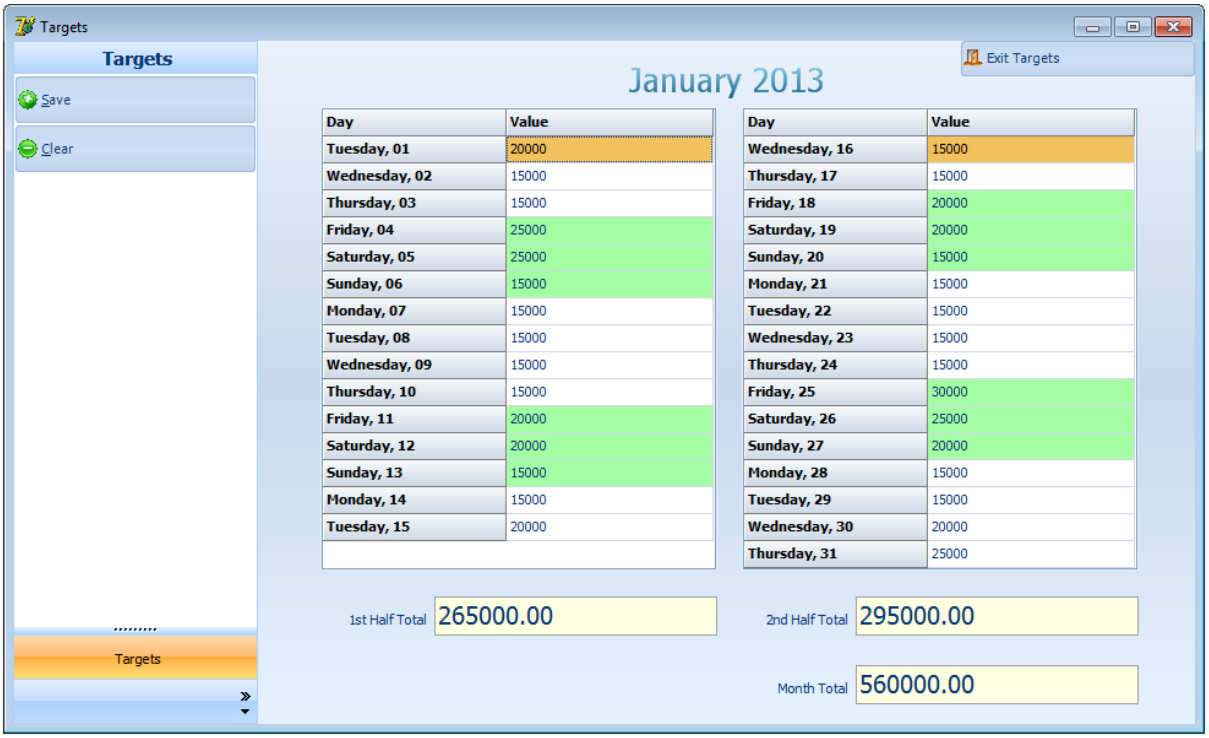
To view this report simply select the date and click on view report and it will generate the royalty report for the selected days you will also notice at the top of the report next to the day select you can put your royalty percentage in.

.

7.12 Forecast

7.12.1 Setup Daily Targets

Go to Takings Options group and click on the Forecast button then Setup Daily Targets

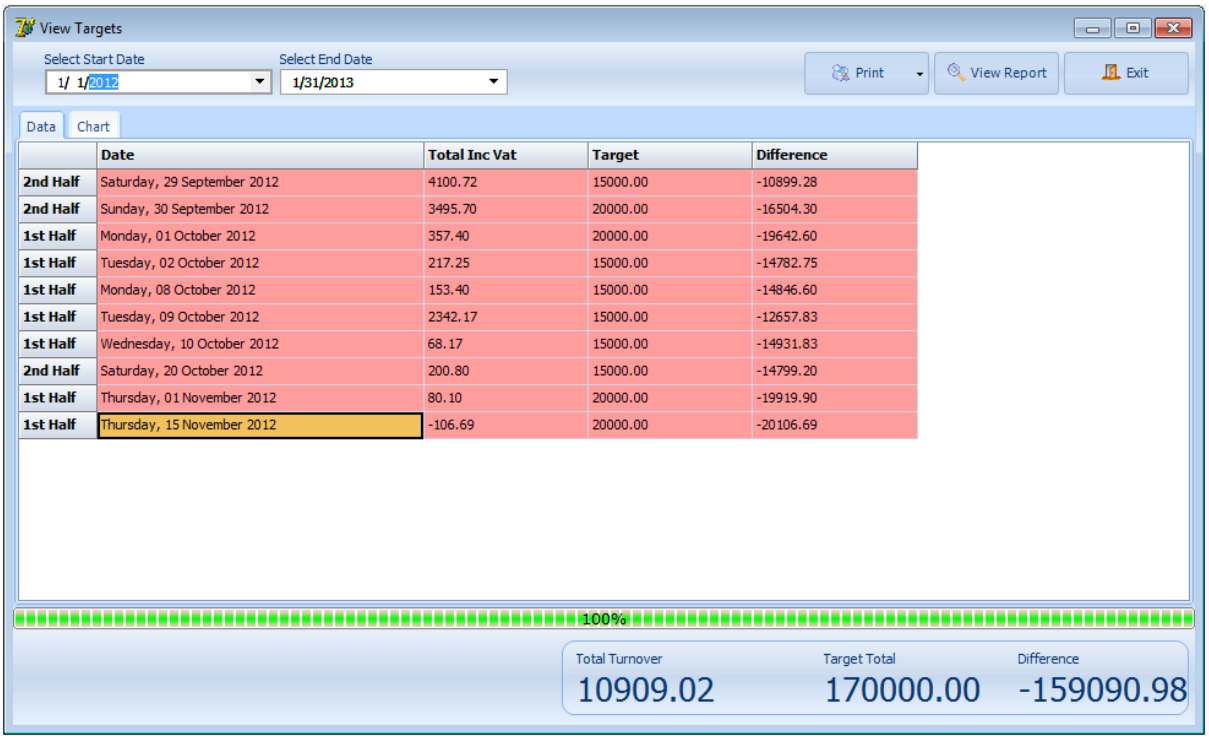


To start setting up your targets simply enter the amount you want next to the required dates and click on save if you wish not to setup targets just click on the clear button and it will zero all the targets.

.

7.12.2 View Daily Targets

Go to Takings Options group and click on the Forecast button then View Daily Targets



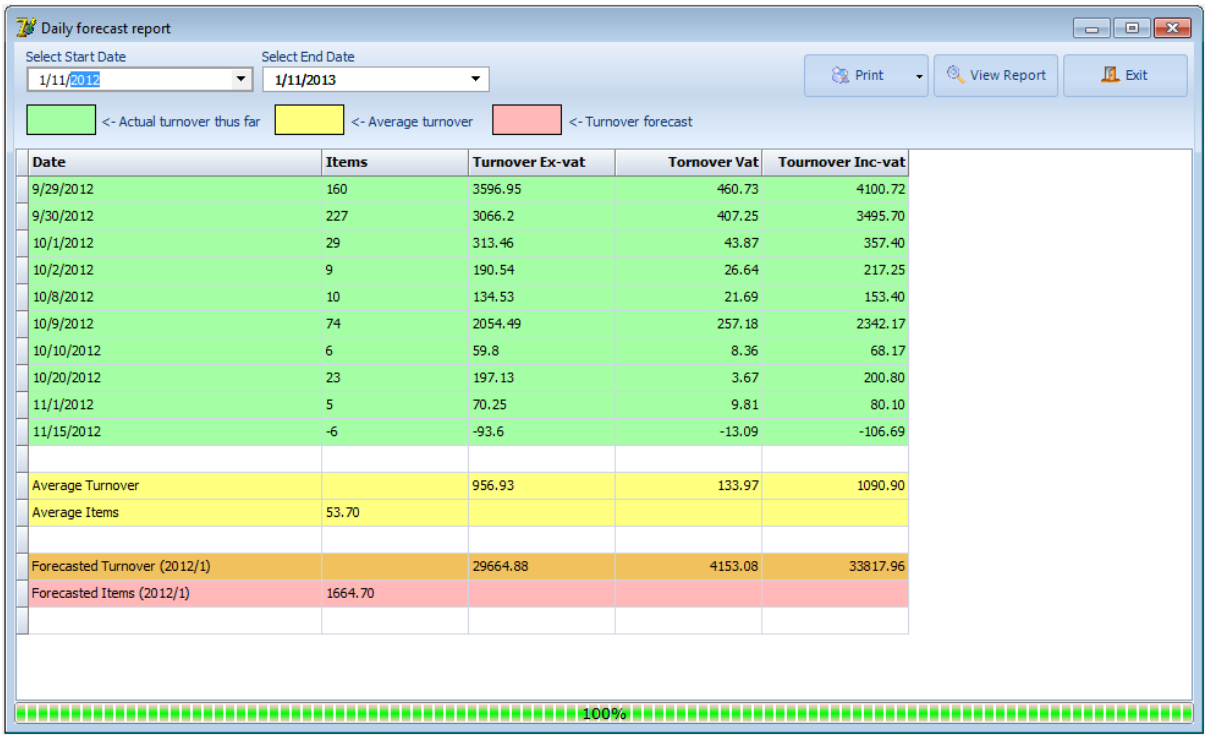
	Date	Total Inc Vat	Target	Difference
2nd Half	Saturday, 29 September 2012	4100.72	15000.00	-10899.28
2nd Half	Sunday, 30 September 2012	3495.70	20000.00	-16504.30
1st Half	Monday, 01 October 2012	357.40	20000.00	-19642.60
1st Half	Tuesday, 02 October 2012	217.25	15000.00	-14782.75
1st Half	Monday, 08 October 2012	153.40	15000.00	-14846.60
1st Half	Tuesday, 09 October 2012	2342.17	15000.00	-12657.83
1st Half	Wednesday, 10 October 2012	68.17	15000.00	-14931.83
2nd Half	Saturday, 20 October 2012	200.80	15000.00	-14799.20
1st Half	Thursday, 01 November 2012	80.10	20000.00	-19919.90
1st Half	Thursday, 15 November 2012	-106.69	20000.00	-20106.69

To view this report simply select the date and click on view report and it will generate the targets report you have setup up with the amount you have made in store.

.

7.12.3 Daily Takings Forecast

Go to Takings Options group and click on the Forecast button then Daily Takings Forecast



Date	Items	Turnover Ex-vat	Tornover Vat	Tournover Inc-vat
9/29/2012	160	3596.95	460.73	4100.72
9/30/2012	227	3066.2	407.25	3495.70
10/1/2012	29	313.46	43.87	357.40
10/2/2012	9	190.54	26.64	217.25
10/8/2012	10	134.53	21.69	153.40
10/9/2012	74	2054.49	257.18	2342.17
10/10/2012	6	59.8	8.36	68.17
10/20/2012	23	197.13	3.67	200.80
11/1/2012	5	70.25	9.81	80.10
11/15/2012	-6	-93.6	-13.09	-106.69
Average Turnover		956.93	133.97	1090.90
Average Items	53.70			
Forecasted Turnover (2012/1)		29664.88	4153.08	33817.96
Forecasted Items (2012/1)	1664.70			

To view this report simply select the date and click on view report and it will generate the daily takings forecast report for your store.

This colour will display your actual turnover of the store for the selected dates.

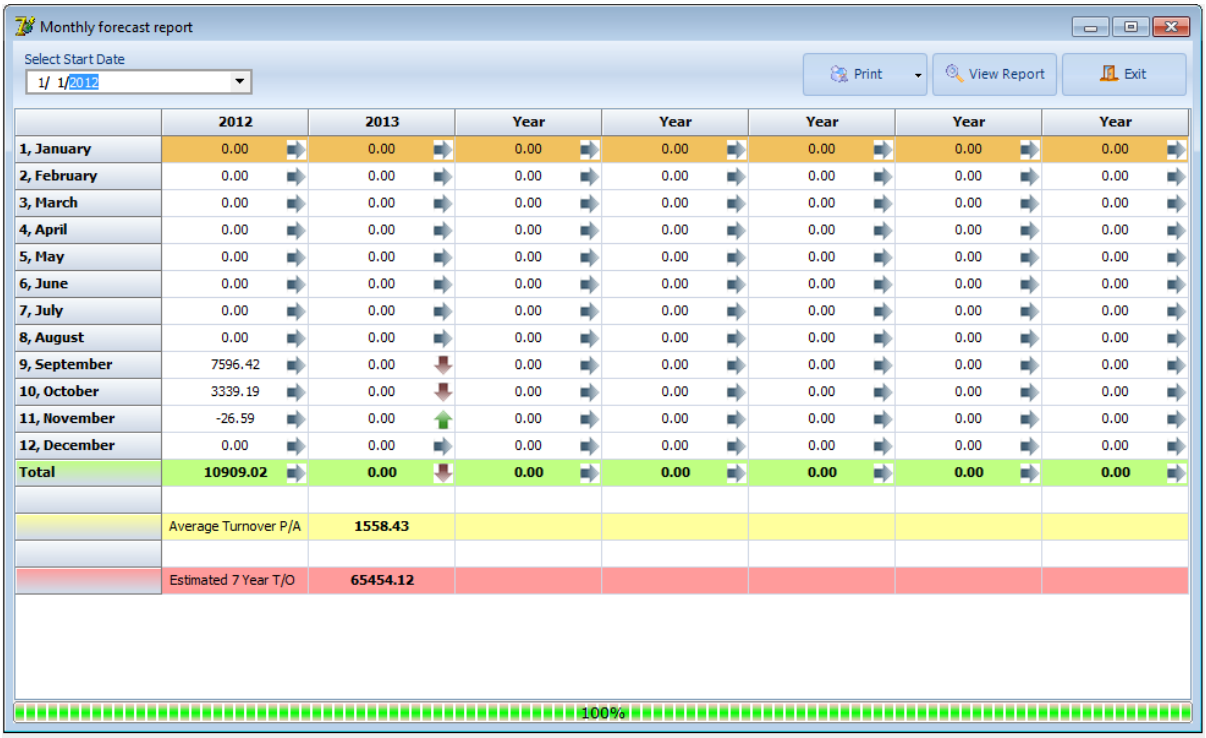
This colour will display your average turnover of the store for the selected dates

This colour will display the turnover **Forecast** of the store for the selected dates

.

7.12.4 Monthly Takings Forecast

Go to Takings Options group and click on the Forecast button then Monthly Takings Forecast



	2012	2013	Year	Year	Year	Year	Year
1, January	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2, February	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3, March	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4, April	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5, May	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6, June	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7, July	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8, August	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9, September	7596.42	0.00	0.00	0.00	0.00	0.00	0.00
10, October	3339.19	0.00	0.00	0.00	0.00	0.00	0.00
11, November	-26.59	0.00	0.00	0.00	0.00	0.00	0.00
12, December	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	**10909.02**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
	Average Turnover P/A	**1558.43**					
	Estimated 7 Year T/O	**65454.12**					

To view this report simply select the date and click on view report and it will generate the monthly forecast report for your store.

This colour will display your total **forecast** of the store for the selected dates.

This colour will display your average turnover P/A of the store for the selected dates.

This colour will display the Estimated 7 Year T/O-Turn Over of the store for the selected dates.

The arrows indicate whether there is a loss or increase for the next month.

8 Reports

The reports section of the retail is the largest section of The Retail manager all reports work the on the same concept under the reports option tab you will see the report buttons.

Each report button has a drop down window when click with the different types of reports associate with that grout for example when you click on the Menu Reports button a drop down box will appear with all the report which is only associated with menu items, clicking on the Stock Reports a dropdown box will appear with reports which is only associate with your stock.

All report look similar you will be ask to choose a date or time and all reports have a **VIEW REPORT** button simply select the date you want the report to display the details associated with its group and click on view report and it will generate the required information for you.

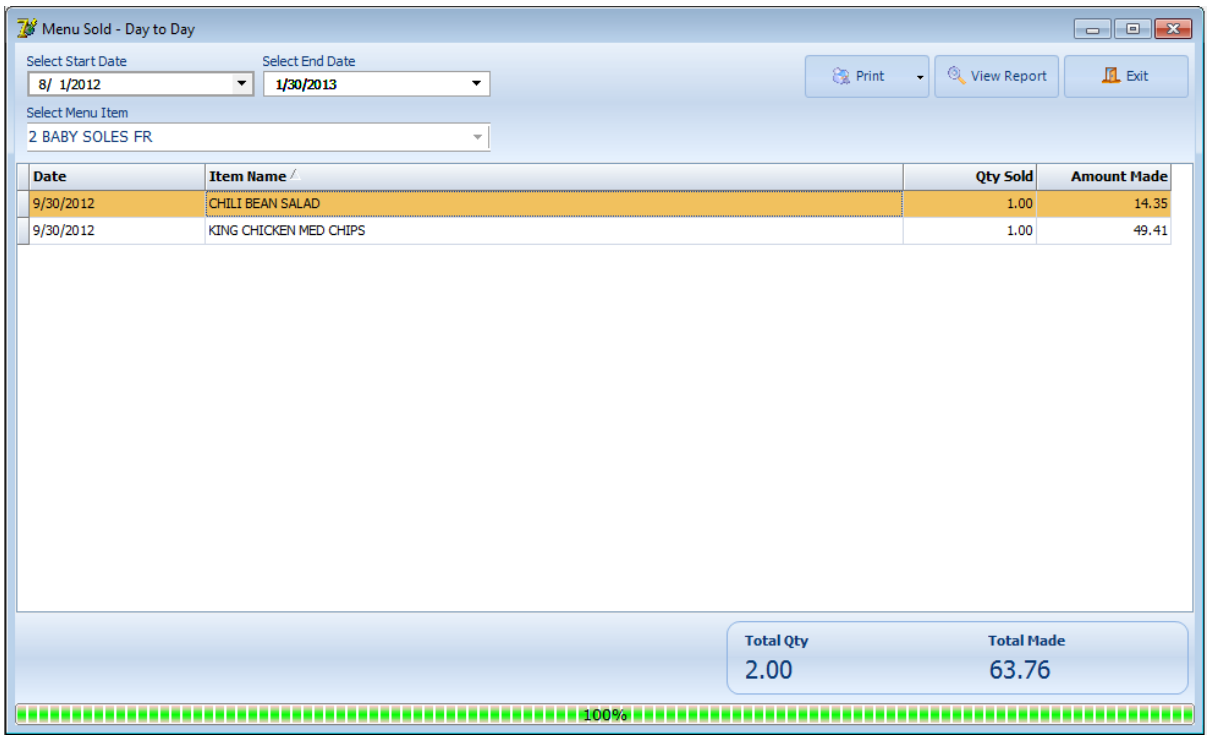
Please use the navigation bar on the left to see an example of a report.

If you have a print out of this manual please refer from

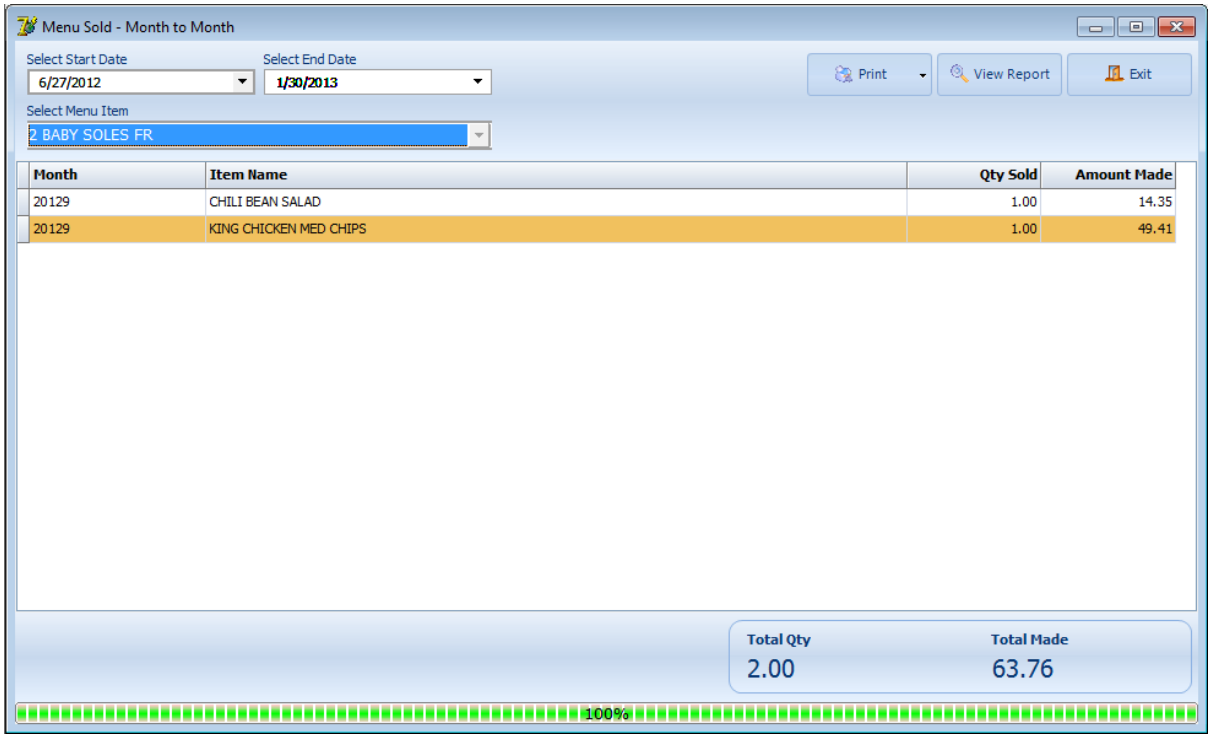
Pages **85** to **115**
OR
Section **8.1** to **8.8**

8.1 Menu Reports

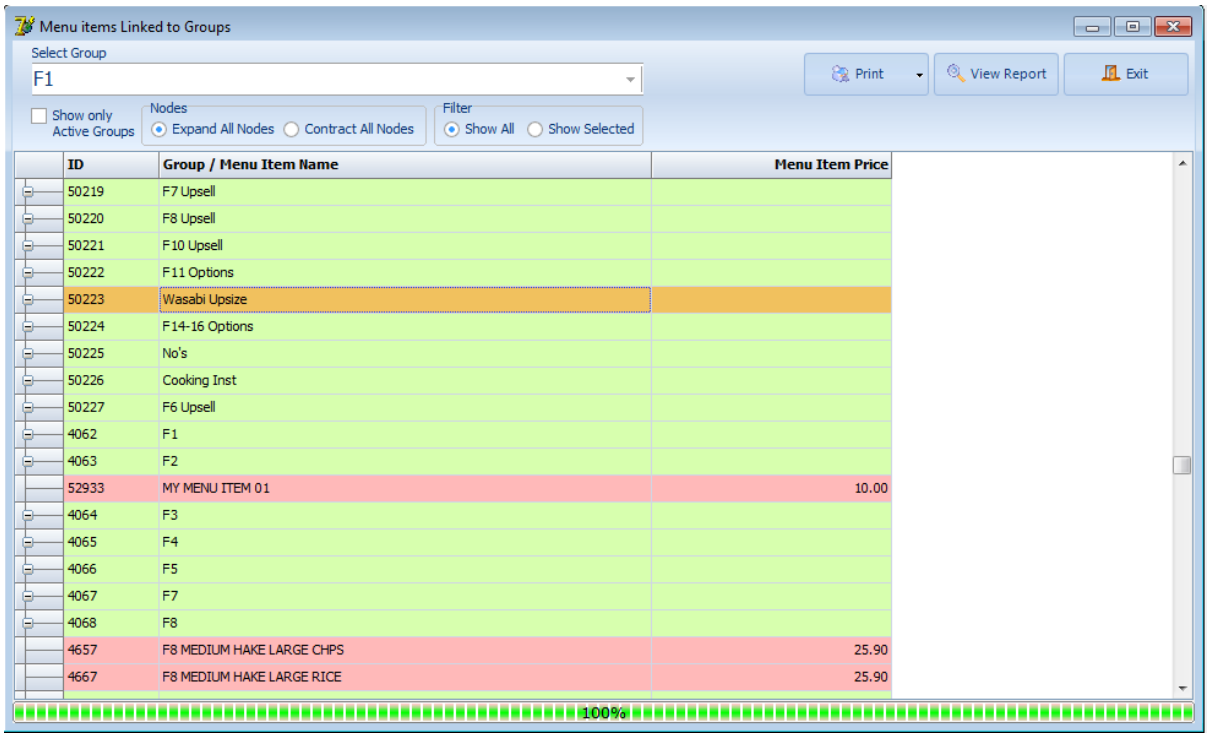
8.1.1 Sales – Day to Day



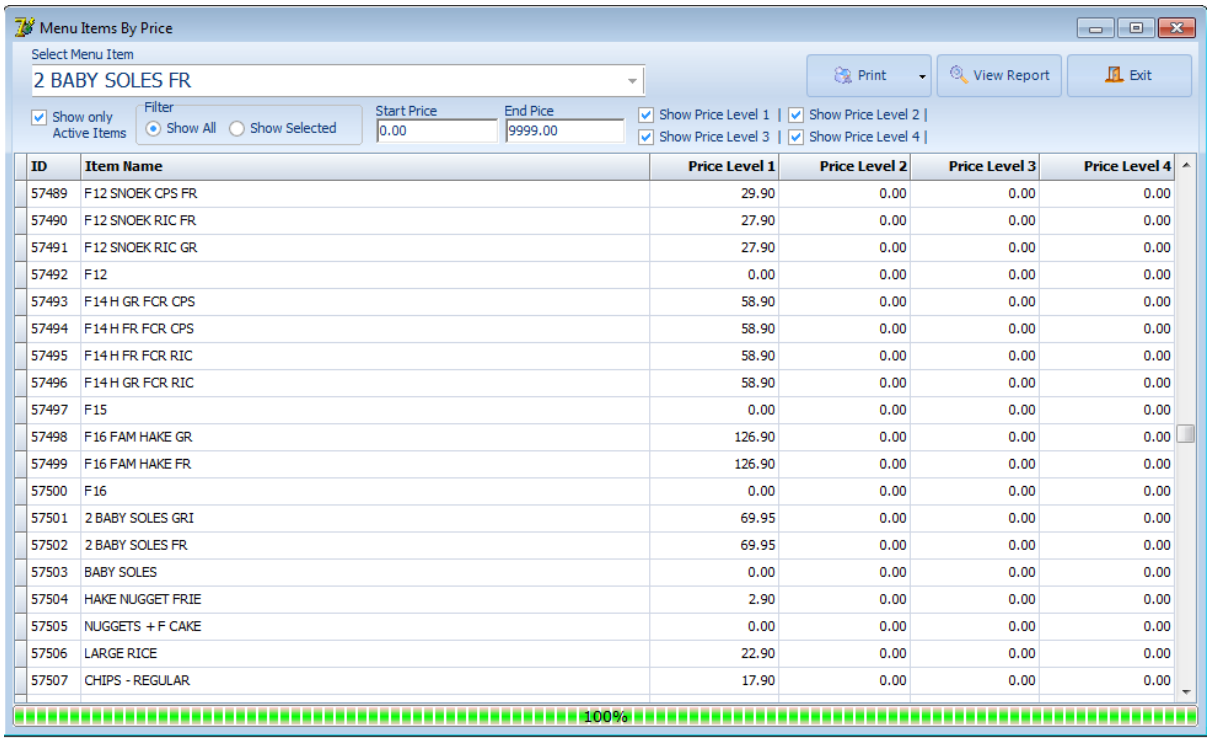
8.1.2 Sales – Month to month



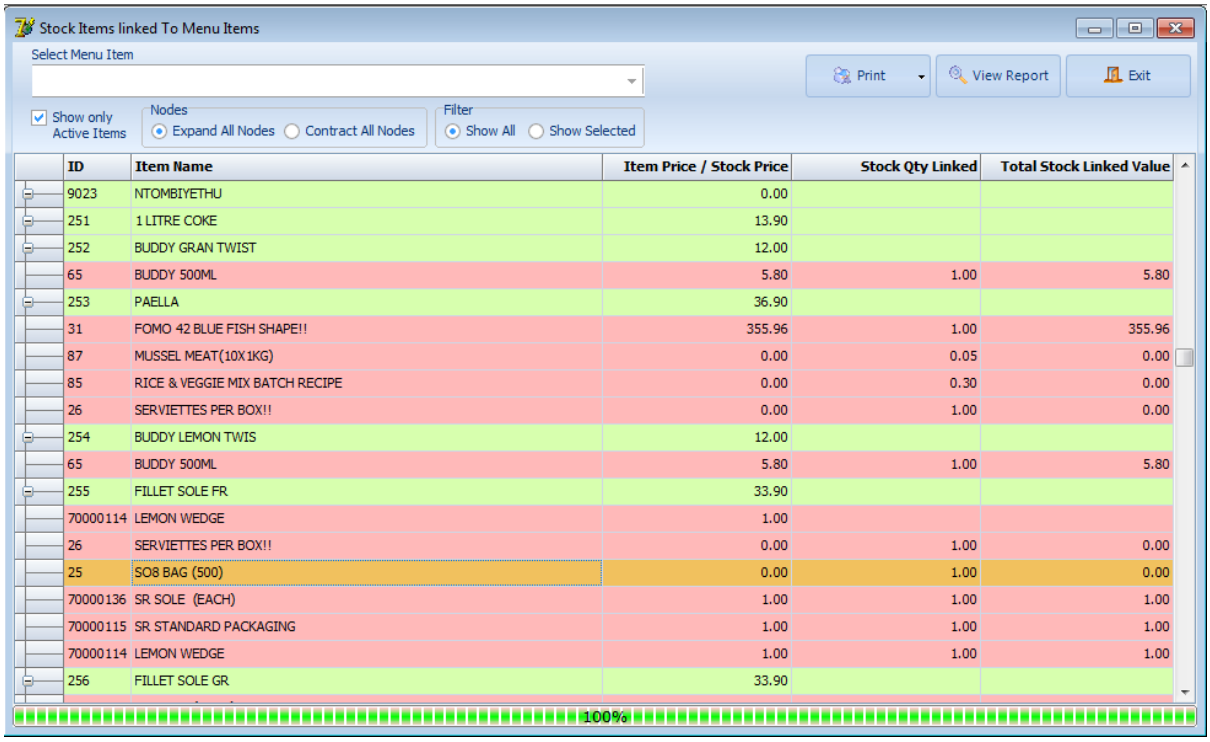
8.1.3 Menu by Group



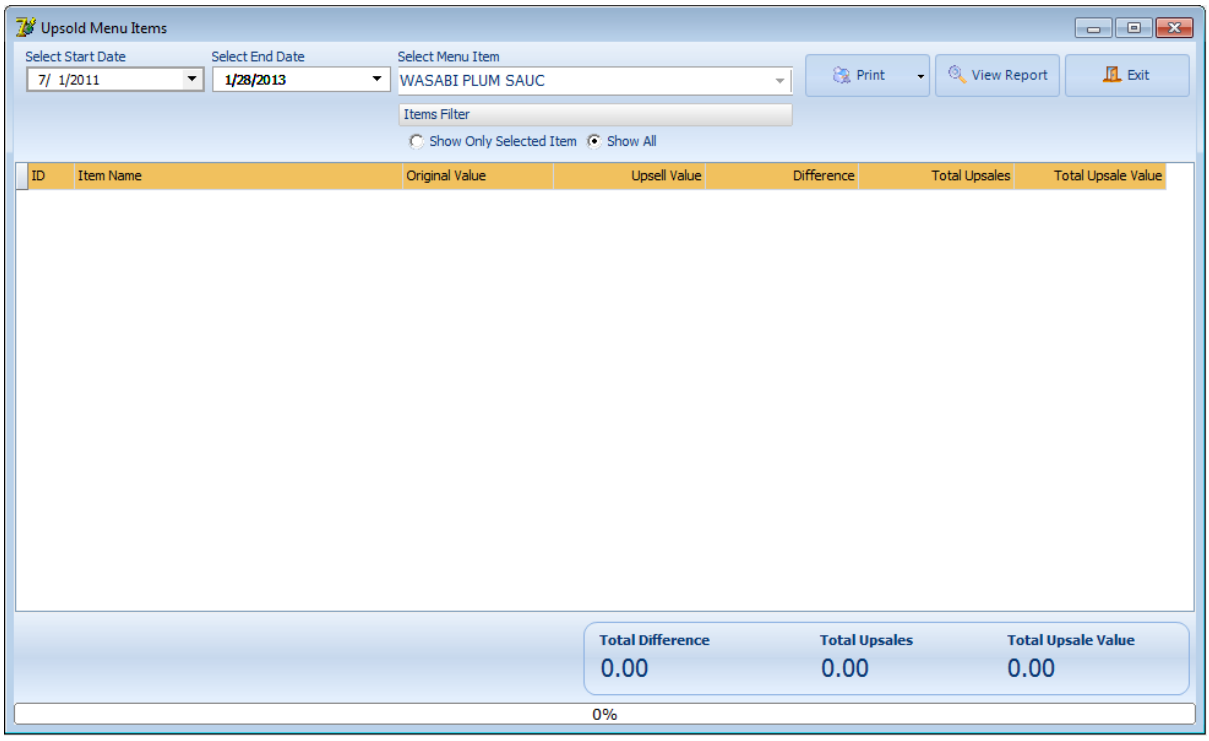
8.1.4 Menu by Price


Menu Items By Price
Select Menu Item
2 BABY SOLES FR
Print
View Report
Exit
Show only Active Items
Filter
Show All
Show Selected
Start Price
0.00
End Price
9999.00
Show Price Level 1
Show Price Level 2
Show Price Level 3
Show Price Level 4
ID
Item Name
Price Level 1
Price Level 2
Price Level 3
Price Level 4
57489 F12 SNOEK CPS FR 29.90 0.00 0.00 0.00
57490 F12 SNOEK RIC FR 27.90 0.00 0.00 0.00
57491 F12 SNOEK RIC GR 27.90 0.00 0.00 0.00
57492 F12 0.00 0.00 0.00 0.00
57493 F14 H GR FCR CPS 58.90 0.00 0.00 0.00
57494 F14 H FR FCR CPS 58.90 0.00 0.00 0.00
57495 F14 H FR FCR RIC 58.90 0.00 0.00 0.00
57496 F14 H GR FCR RIC 58.90 0.00 0.00 0.00
57497 F15 0.00 0.00 0.00 0.00
57498 F16 FAM HAKE GR 126.90 0.00 0.00 0.00
57499 F16 FAM HAKE FR 126.90 0.00 0.00 0.00
57500 F16 0.00 0.00 0.00 0.00
57501 2 BABY SOLES GRI 69.95 0.00 0.00 0.00
57502 2 BABY SOLES FR 69.95 0.00 0.00 0.00
57503 BABY SOLES 0.00 0.00 0.00 0.00
57504 HAKE NUGGET FRIE 2.90 0.00 0.00 0.00
57505 NUGGETS + F CAKE 0.00 0.00 0.00 0.00
57506 LARGE RICE 22.90 0.00 0.00 0.00
57507 CHIPS - REGULAR 17.90 0.00 0.00 0.00
100%

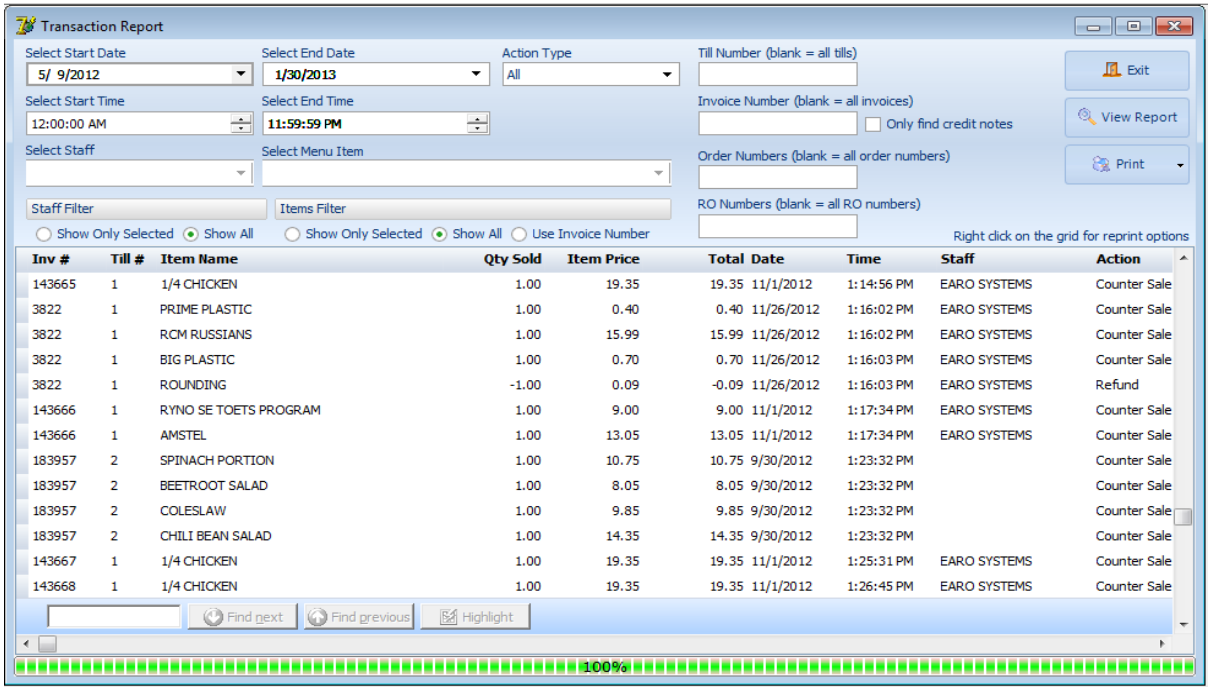
8.1.5 Menu Recipe


Stock Items linked To Menu Items
Select Menu Item
Print
View Report
Exit
Show only Active Items
Nodes
Expand All Nodes
Contract All Nodes
Filter
Show All
Show Selected
ID
Item Name
Item Price / Stock Price
Stock Qty Linked
Total Stock Linked Value
9023 NTOMBIYETHU 0.00
251 1 LITRE COKE 13.90
252 BUDDY GRAN TWIST 12.00
65 BUDDY 500ML 5.80 1.00 5.80
253 PAELLA 36.90
31 FOMO 42 BLUE FISH SHAPE!! 355.96 1.00 355.96
87 MUSSEL MEAT(10X1KG) 0.00 0.05 0.00
85 RICE & VEGGIE MIX BATCH RECIPE 0.00 0.30 0.00
26 SERVIETTES PER BOX!! 0.00 1.00 0.00
254 BUDDY LEMON TWIS 12.00
65 BUDDY 500ML 5.80 1.00 5.80
255 FILLET SOLE FR 33.90
70000114 LEMON WEDGE 1.00
26 SERVIETTES PER BOX!! 0.00 1.00 0.00
25 SO8 BAG (500) 0.00 1.00 0.00
70000136 SR SOLE (EACH) 1.00 1.00 1.00
70000115 SR STANDARD PACKAGING 1.00 1.00 1.00
70000114 LEMON WEDGE 1.00 1.00 1.00
256 FILLET SOLE GR 33.90
100%

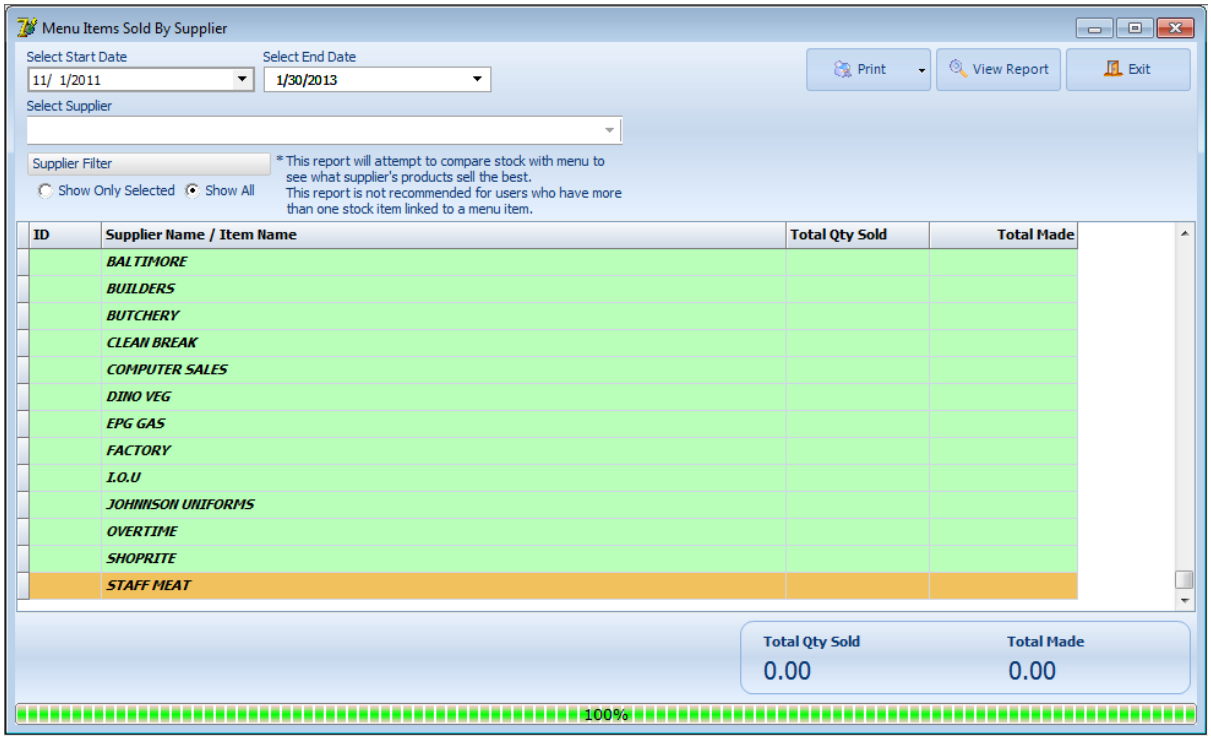
8.1.6 Menu Upselling Report



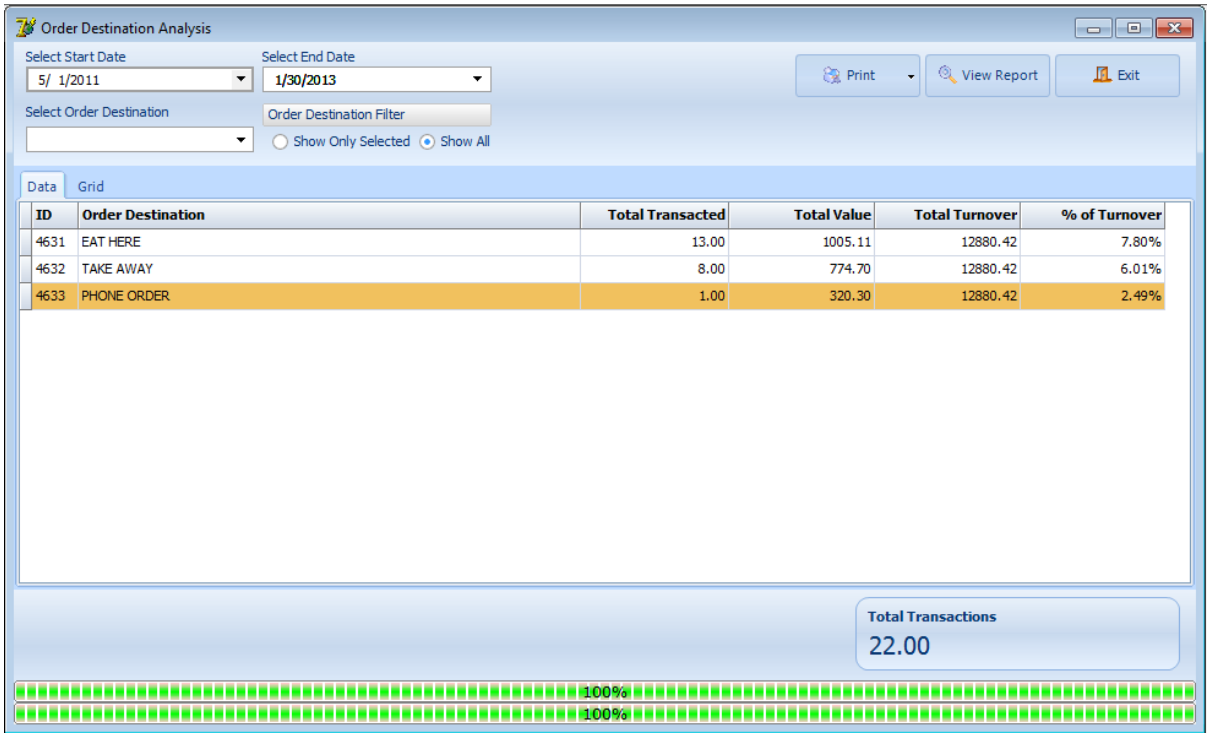
8.1.7 Till Transaction report


Transaction Report
Select Start Date
5/ 9/2012
Select End Date
1/30/2013
Action Type
All
Till Number (blank = all tills)
Exit
Select Start Time
12:00:00 AM
Select End Time
11:59:59 PM
Invoice Number (blank = all invoices)
Only find credit notes
View Report
Select Staff
Select Menu Item
Order Numbers (blank = all order numbers)
Print
Staff Filter
Items Filter
RO Numbers (blank = all RO numbers)
Show Only Selected
Show All
Use Invoice Number
Right click on the grid for reprint options
Inv # | Till # | Item Name | Qty Sold | Item Price | Total | Date | Time | Staff | Action
143665 1 1/4 CHICKEN 1.00 19.35 19.35 11/1/2012 1:14:56 PM EARO SYSTEMS Counter Sale
3822 1 PRIME PLASTIC 1.00 0.40 0.40 11/26/2012 1:16:02 PM EARO SYSTEMS Counter Sale
3822 1 RCM RUSSIANS 1.00 15.99 15.99 11/26/2012 1:16:02 PM EARO SYSTEMS Counter Sale
3822 1 BIG PLASTIC 1.00 0.70 0.70 11/26/2012 1:16:03 PM EARO SYSTEMS Counter Sale
3822 1 ROUNDING -1.00 0.09 -0.09 11/26/2012 1:16:03 PM EARO SYSTEMS Refund
143666 1 RYNO SE TOETS PROGRAM 1.00 9.00 9.00 11/1/2012 1:17:34 PM EARO SYSTEMS Counter Sale
143666 1 AMSTEL 1.00 13.05 13.05 11/1/2012 1:17:34 PM EARO SYSTEMS Counter Sale
183957 2 SPINACH PORTION 1.00 10.75 10.75 9/30/2012 1:23:32 PM Counter Sale
183957 2 BEETROOT SALAD 1.00 8.05 8.05 9/30/2012 1:23:32 PM Counter Sale
183957 2 COLESLAW 1.00 9.85 9.85 9/30/2012 1:23:32 PM Counter Sale
183957 2 CHILI BEAN SALAD 1.00 14.35 14.35 9/30/2012 1:23:32 PM Counter Sale
143667 1 1/4 CHICKEN 1.00 19.35 19.35 11/1/2012 1:25:31 PM EARO SYSTEMS Counter Sale
143668 1 1/4 CHICKEN 1.00 19.35 19.35 11/1/2012 1:26:45 PM EARO SYSTEMS Counter Sale
Find next
Find previous
Highlight
100%

8.1.8 Menu Items Sold By Supplier



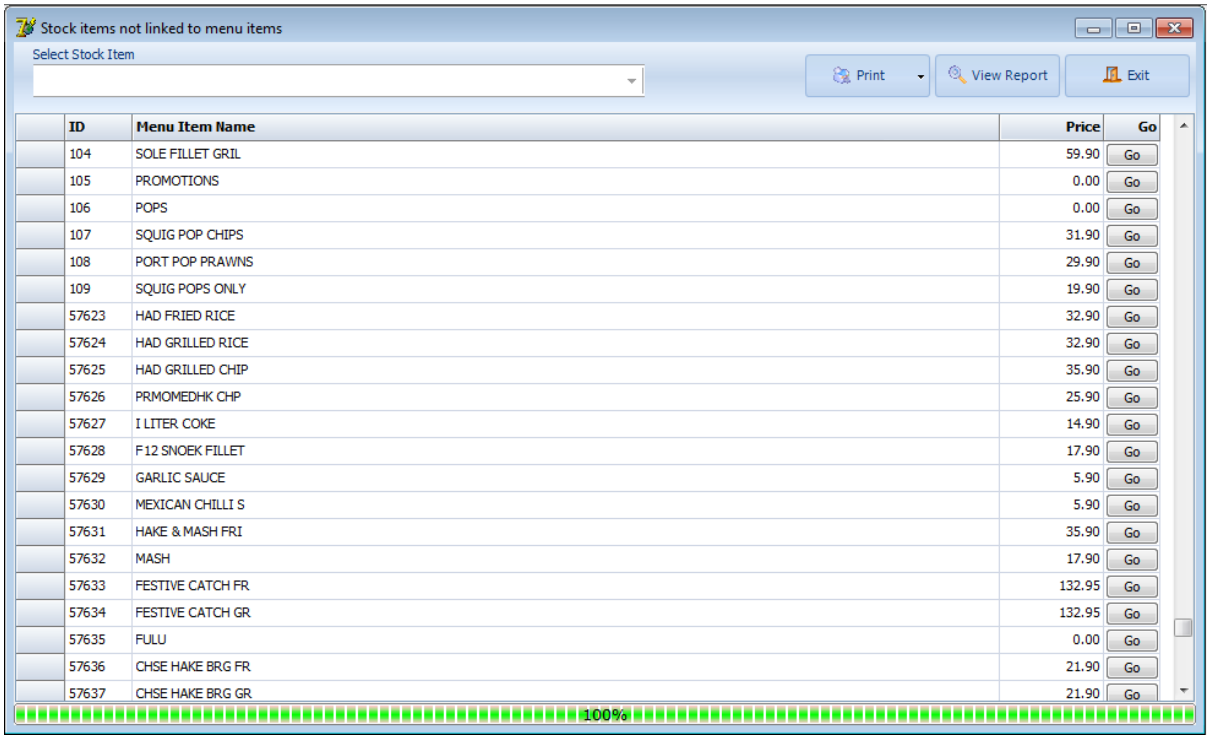
8.1.9 Order Destination Analysis



8.1.10 Mark up Inspector

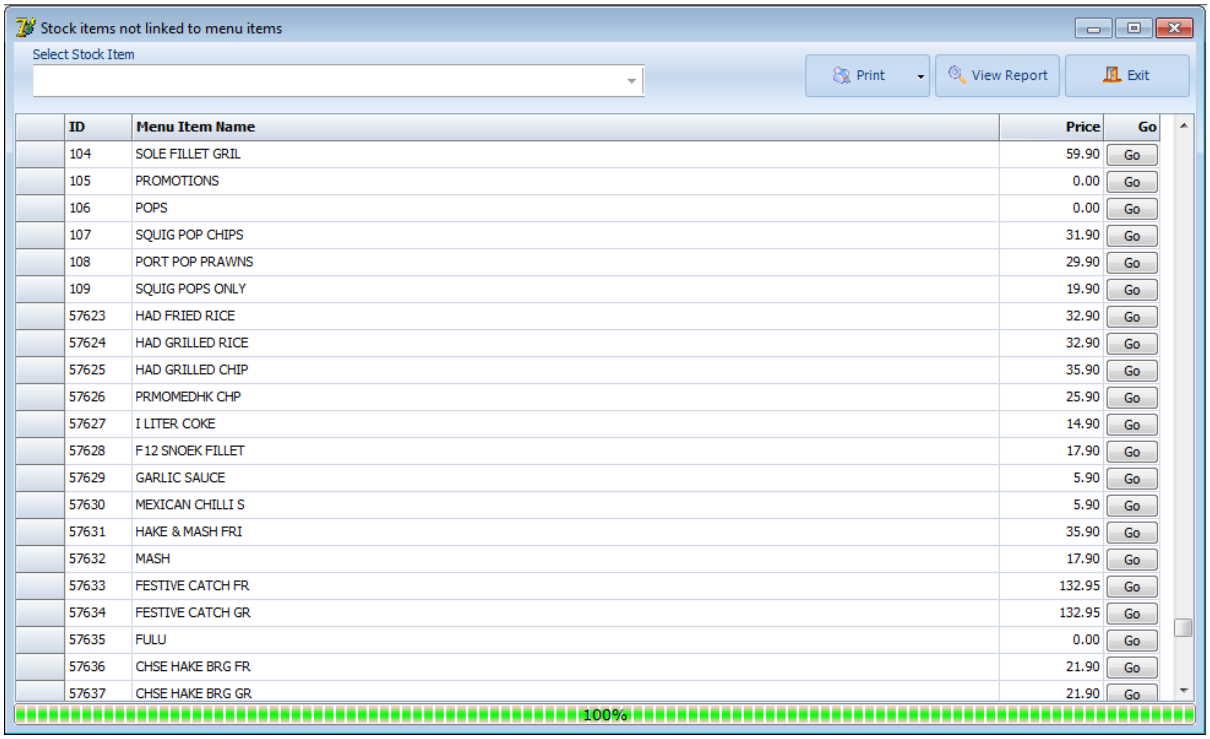
Markup Inspector
Enter Average Mark up
0.00
%
Below Markup
Above Markup
Equal to Markup
Print
View Report
Exit
ID
Item Name
Retail Price (L1)
Cost Of Sale
Profit
Profit %
44 F11 HAKE PTA FR 23.95 0.00 23.95 100.00
45 F11 HAKE PTA GR 23.95 0.00 23.95 100.00
292 F12 PAELLA 39.9 1.00 38.90 97.49
48 F12 SNOEK CPS FR 29.95 355.96 -326.01 -1088.51
47 F12 SNOEK CPS GR 29.95 355.96 -326.01 -1088.51
49 F12 SNOEK RIC FR 27.95 355.96 -328.01 -1173.56
50 F12 SNOEK RIC GR 27.95 355.96 -328.01 -1173.56
27 F13 HK FRIED CALAMARI TUBES AND CHIPS 59.9 2.00 57.90 96.66
301 F13 HK GR CALAMARI TUBES AND CHIPS 59.9 3.00 56.90 94.99
28 F13 HK GR GR C R 59.9 355.96 -296.06 -494.26
302 F14 - FRIED HAKE, FRIED CALAMARI RINGS AND CHIPS 58.9 0.00 58.90 100.00
4682 F14 - FRIED HAKE, FRIED CALAMARI RINGS AND RICE 58.9 0.00 58.90 100.00
4680 F14 - GRILLED HAKE, FRIED CALAMARI RINGS AND CHIPS 58.9 0.00 58.90 100.00
4681 F14 - GRILLED HAKE, FRIED CALAMARI RINGS AND RICE 58.9 0.00 58.90 100.00
37 F15 PLATTER FR 65.9 3.00 62.90 95.45
38 F15 PLATTER GR 65.9 358.96 -293.06 -444.70
58 F16 FAM HAKE FR 126.9 1.00 125.90 99.21
57 F16 FAM HAKE GR 126.9 0.00 126.90 100.00
293 F2 HAKE & MASH F 35.9 1.37 34.53 96.18
294 F2 HAKE & MASH G 35.9 0.37 35.53 98.97
230 F3 HAKE CPS FR 35.9 2.00 33.90 94.43
100%

8.1.11 Stock Not Linked To Menu



ID	Menu Item Name	Price	Go
104	SOLE FILLET GRIL	59.90	Go
105	PROMOTIONS	0.00	Go
106	POPS	0.00	Go
107	SQUIG POP CHIPS	31.90	Go
108	PORT POP PRAWNS	29.90	Go
109	SQUIG POPS ONLY	19.90	Go
57623	HAD FRIED RICE	32.90	Go
57624	HAD GRILLED RICE	32.90	Go
57625	HAD GRILLED CHIP	35.90	Go
57626	PRMOMEDHK CHP	25.90	Go
57627	I LITER COKE	14.90	Go
57628	F12 SNOEK FILLET	17.90	Go
57629	GARLIC SAUCE	5.90	Go
57630	MEXICAN CHILLI S	5.90	Go
57631	HAKE & MASH FRI	35.90	Go
57632	MASH	17.90	Go
57633	FESTIVE CATCH FR	132.95	Go
57634	FESTIVE CATCH GR	132.95	Go
57635	FULU	0.00	Go
57636	CHSE HAKE BRG FR	21.90	Go
57637	CHSE HAKE BRG GR	21.90	Go

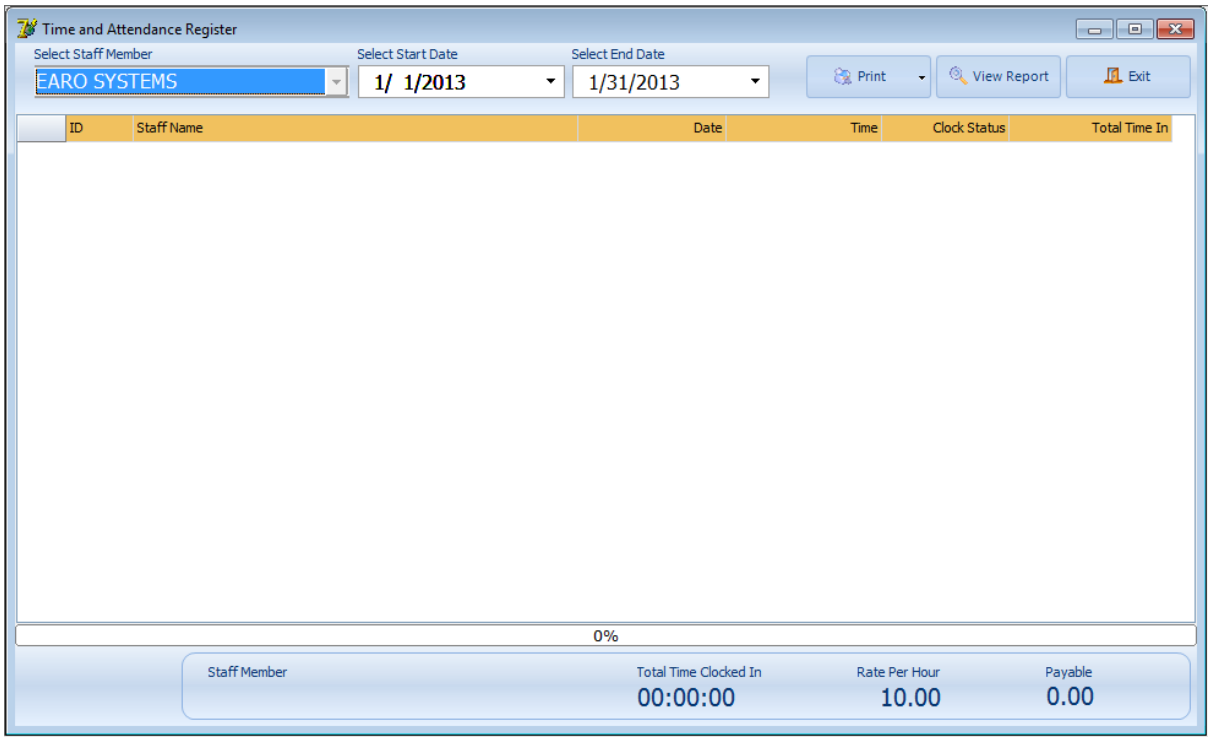
8.1.12 Zero Value Transactions



ID	Menu Item Name	Price	Go
104	SOLE FILLET GRIL	59.90	Go
105	PROMOTIONS	0.00	Go
106	POPS	0.00	Go
107	SQUIG POP CHIPS	31.90	Go
108	PORT POP PRAWNS	29.90	Go
109	SQUIG POPS ONLY	19.90	Go
57623	HAD FRIED RICE	32.90	Go
57624	HAD GRILLED RICE	32.90	Go
57625	HAD GRILLED CHIP	35.90	Go
57626	PRMOMEDHK CHP	25.90	Go
57627	I LITER COKE	14.90	Go
57628	F12 SNOEK FILLET	17.90	Go
57629	GARLIC SAUCE	5.90	Go
57630	MEXICAN CHILLI S	5.90	Go
57631	HAKE & MASH FRI	35.90	Go
57632	MASH	17.90	Go
57633	FESTIVE CATCH FR	132.95	Go
57634	FESTIVE CATCH GR	132.95	Go
57635	FULU	0.00	Go
57636	CHSE HAKE BRG FR	21.90	Go
57637	CHSE HAKE BRG GR	21.90	Go

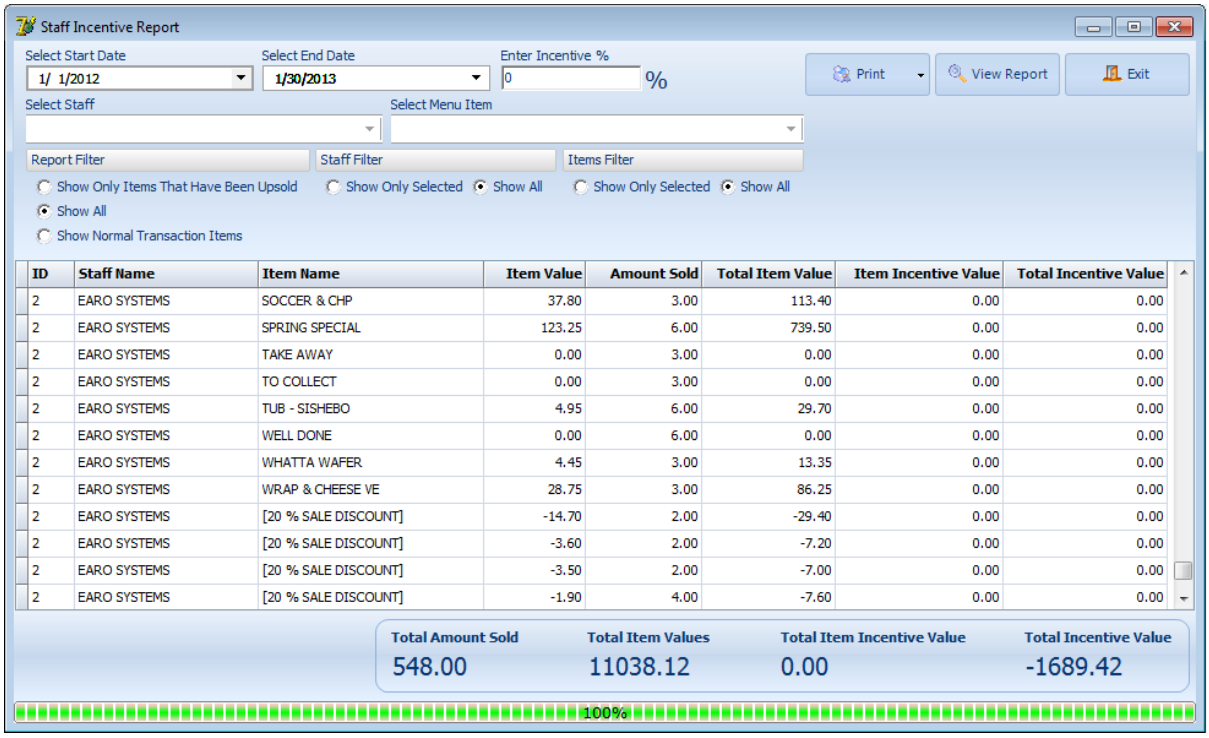
8.2 Staff Reports

8.2.1 Attendance Roster

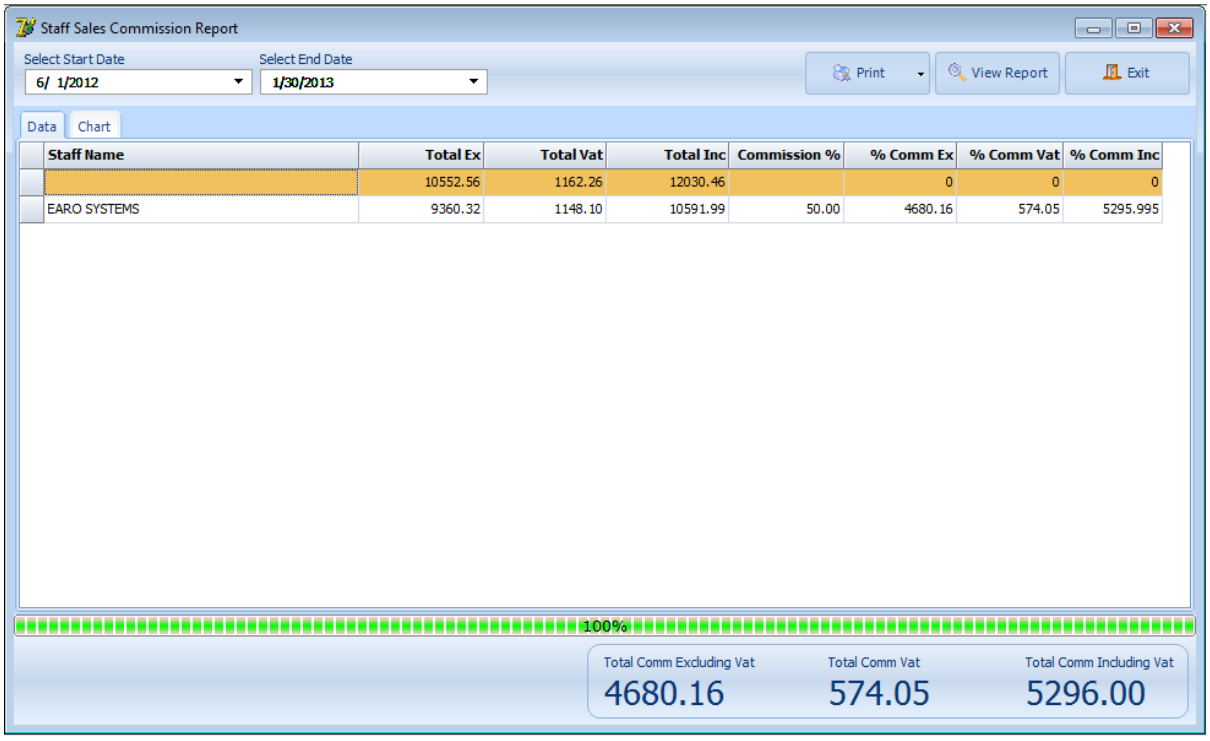


.

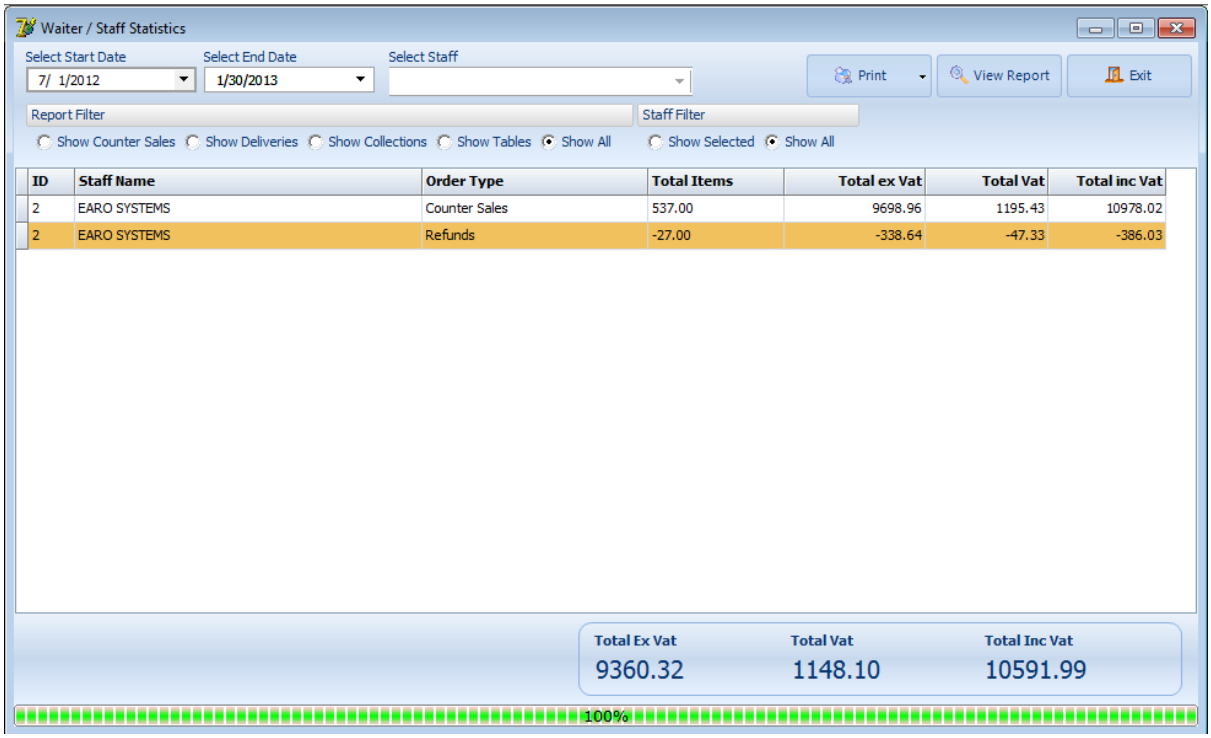
8.2.2 Incentive


Staff Incentive Report
Select Start Date
1/ 1/2012
Select End Date
1/30/2013
Enter Incentive %
0
%
Print
View Report
Exit
Select Staff
Select Menu Item
Report Filter
Staff Filter
Items Filter
Show Only Items That Have Been Upsold
Show Only Selected
Show All
Show Only Selected
Show All
Show All
Show Normal Transaction Items
ID | Staff Name | Item Name | Item Value | Amount Sold | Total Item Value | Item Incentive Value | Total Incentive Value
2 | EARO SYSTEMS | SOCCER & CHP | 37.80 | 3.00 | 113.40 | 0.00 | 0.00
2 | EARO SYSTEMS | SPRING SPECIAL | 123.25 | 6.00 | 739.50 | 0.00 | 0.00
2 | EARO SYSTEMS | TAKE AWAY | 0.00 | 3.00 | 0.00 | 0.00 | 0.00
2 | EARO SYSTEMS | TO COLLECT | 0.00 | 3.00 | 0.00 | 0.00 | 0.00
2 | EARO SYSTEMS | TUB - SISHEBO | 4.95 | 6.00 | 29.70 | 0.00 | 0.00
2 | EARO SYSTEMS | WELL DONE | 0.00 | 6.00 | 0.00 | 0.00 | 0.00
2 | EARO SYSTEMS | WHATTA WAFER | 4.45 | 3.00 | 13.35 | 0.00 | 0.00
2 | EARO SYSTEMS | WRAP & CHEESE VE | 28.75 | 3.00 | 86.25 | 0.00 | 0.00
2 | EARO SYSTEMS | [20 % SALE DISCOUNT] | -14.70 | 2.00 | -29.40 | 0.00 | 0.00
2 | EARO SYSTEMS | [20 % SALE DISCOUNT] | -3.60 | 2.00 | -7.20 | 0.00 | 0.00
2 | EARO SYSTEMS | [20 % SALE DISCOUNT] | -3.50 | 2.00 | -7.00 | 0.00 | 0.00
2 | EARO SYSTEMS | [20 % SALE DISCOUNT] | -1.90 | 4.00 | -7.60 | 0.00 | 0.00
Total Amount Sold
548.00
Total Item Values
11038.12
Total Item Incentive Value
0.00
Total Incentive Value
-1689.42
100%

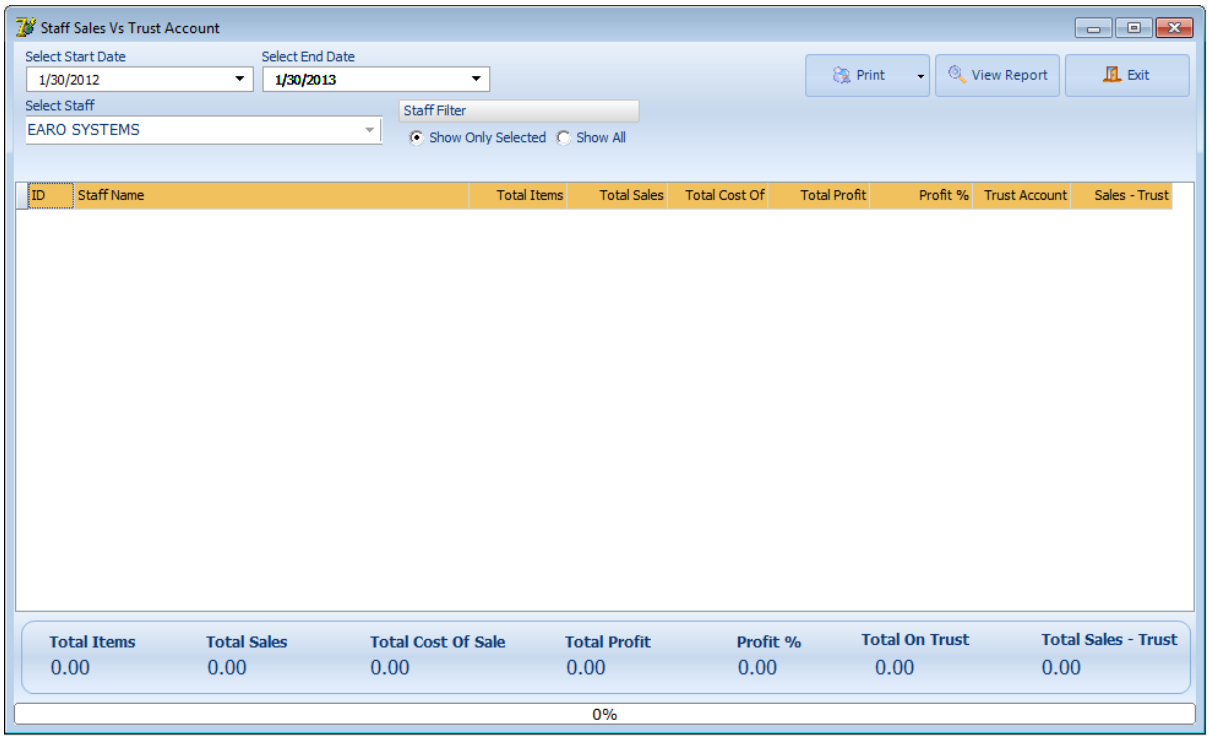
8.2.3 Commission Report


Staff Sales Commission Report
Select Start Date
6/ 1/2012
Select End Date
1/30/2013
Print
View Report
Exit
Data
Chart
Staff Name | Total Ex | Total Vat | Total Inc | Commission % | % Comm Ex | % Comm Vat | % Comm Inc
10552.56 | 1162.26 | 12030.46 | 0 | 0 | 0
EARO SYSTEMS | 9360.32 | 1148.10 | 10591.99 | 50.00 | 4680.16 | 574.05 | 5295.995
100%
Total Comm Excluding Vat
4680.16
Total Comm Vat
574.05
Total Comm Including Vat
5296.00

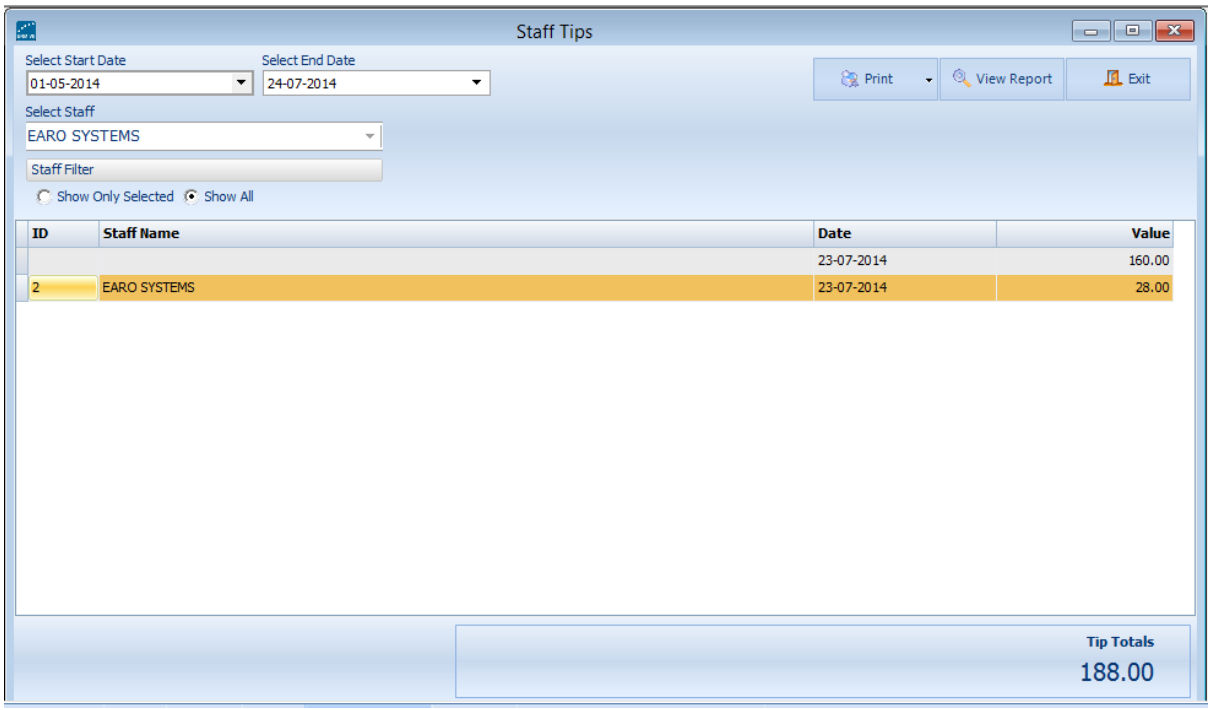
8.2.4 Waiter Statistics



8.2.5 Staff Sales vs. Trust Account

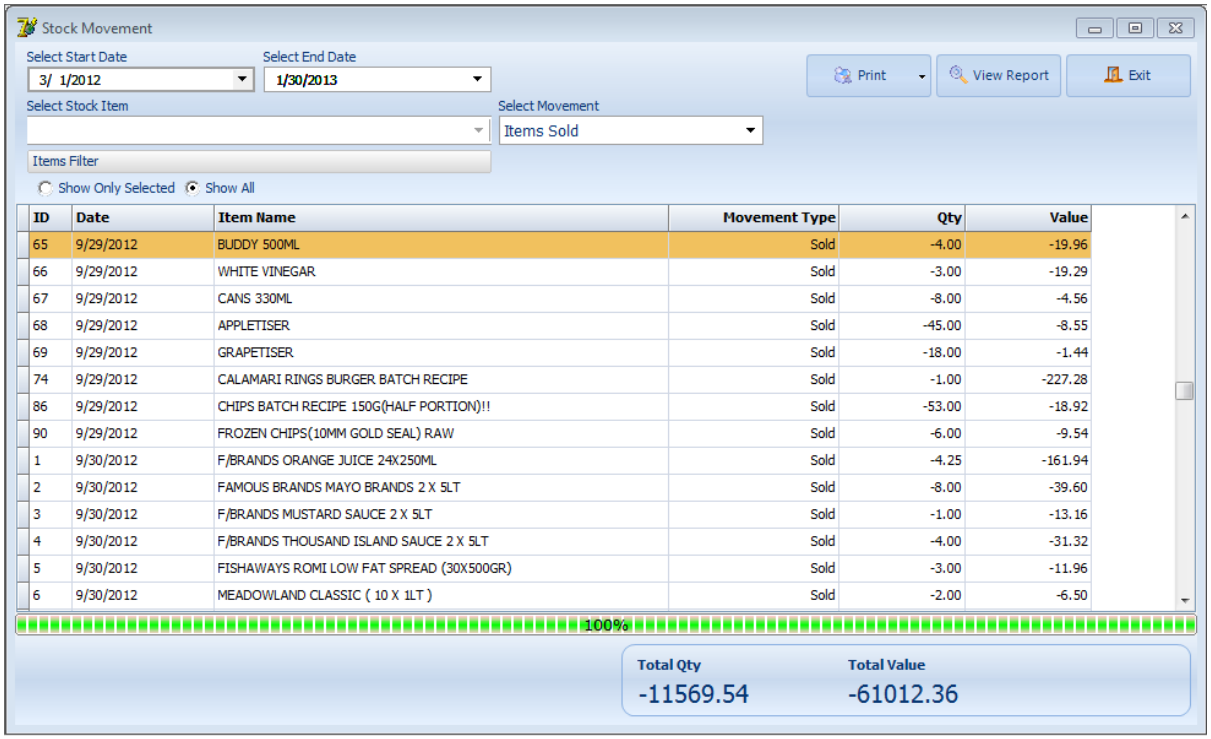


8.2.6 Tips

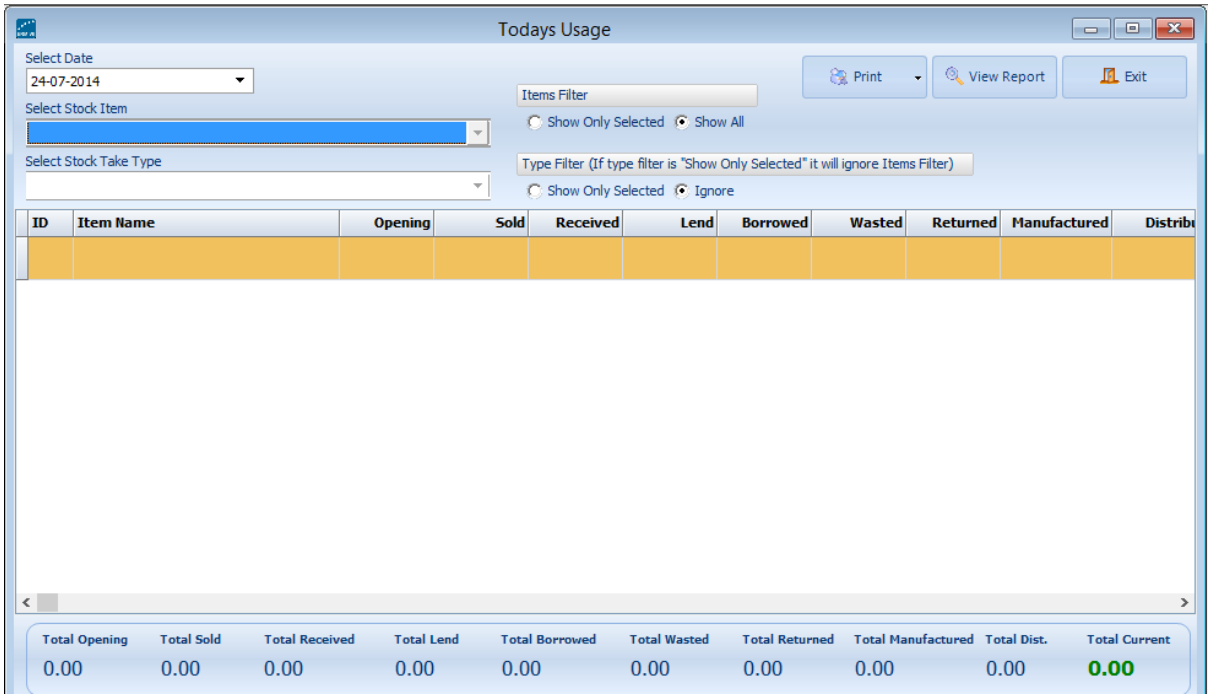

Staff Tips
Select Start Date
01-05-2014
Select End Date
24-07-2014
Print
View Report
Exit
Select Staff
EARO SYSTEMS
Staff Filter
Show Only Selected
Show All
ID
Staff Name
Date
Value
23-07-2014
160.00
2
EARO SYSTEMS
23-07-2014
28.00
Tip Totals
188.00

8.3 Stock Reports

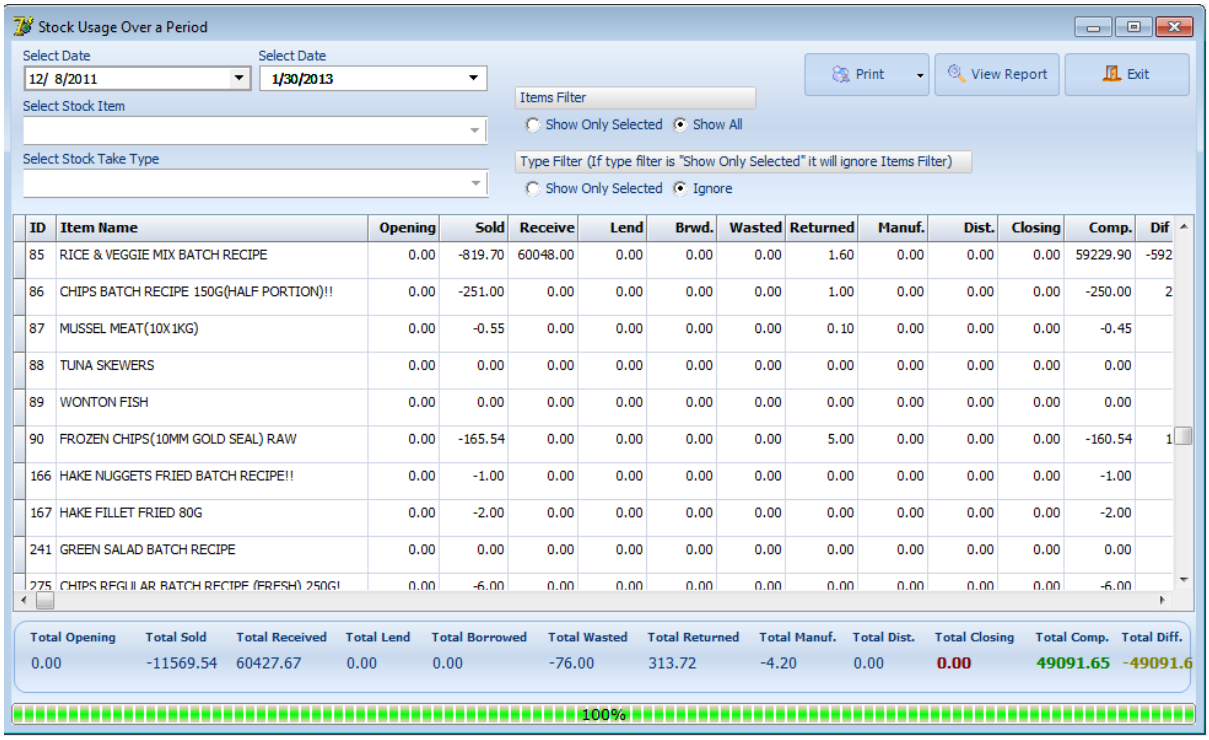
8.3.1 Stock Movement


Stock Movement
Select Start Date
3/ 1/2012
Select End Date
1/30/2013
Print
View Report
Exit
Select Stock Item
Select Movement
Items Sold
Items Filter
Show Only Selected
Show All
ID | Date | Item Name | Movement Type | Qty | Value
65 | 9/29/2012 | BUDDY 500ML | Sold | -4.00 | -19.96
66 | 9/29/2012 | WHITE VINEGAR | Sold | -3.00 | -19.29
67 | 9/29/2012 | CANS 330ML | Sold | -8.00 | -4.56
68 | 9/29/2012 | APPLETISER | Sold | -45.00 | -8.55
69 | 9/29/2012 | GRAPETISER | Sold | -18.00 | -1.44
74 | 9/29/2012 | CALAMARI RINGS BURGER BATCH RECIPE | Sold | -1.00 | -227.28
86 | 9/29/2012 | CHIPS BATCH RECIPE 150G(HALF PORTION)!! | Sold | -53.00 | -18.92
90 | 9/29/2012 | FROZEN CHIPS(10MM GOLD SEAL) RAW | Sold | -6.00 | -9.54
1 | 9/30/2012 | F/BRANDS ORANGE JUICE 24X250ML | Sold | -4.25 | -161.94
2 | 9/30/2012 | FAMOUS BRANDS MAYO BRANDS 2 X 5LT | Sold | -8.00 | -39.60
3 | 9/30/2012 | F/BRANDS MUSTARD SAUCE 2 X 5LT | Sold | -1.00 | -13.16
4 | 9/30/2012 | F/BRANDS THOUSAND ISLAND SAUCE 2 X 5LT | Sold | -4.00 | -31.32
5 | 9/30/2012 | FISHAWAYS ROMI LOW FAT SPREAD (30X500GR) | Sold | -3.00 | -11.96
6 | 9/30/2012 | MEADOWLAND CLASSIC (10 X 1LT) | Sold | -2.00 | -6.50
100%
Total Qty
-11569.54
Total Value
-61012.36

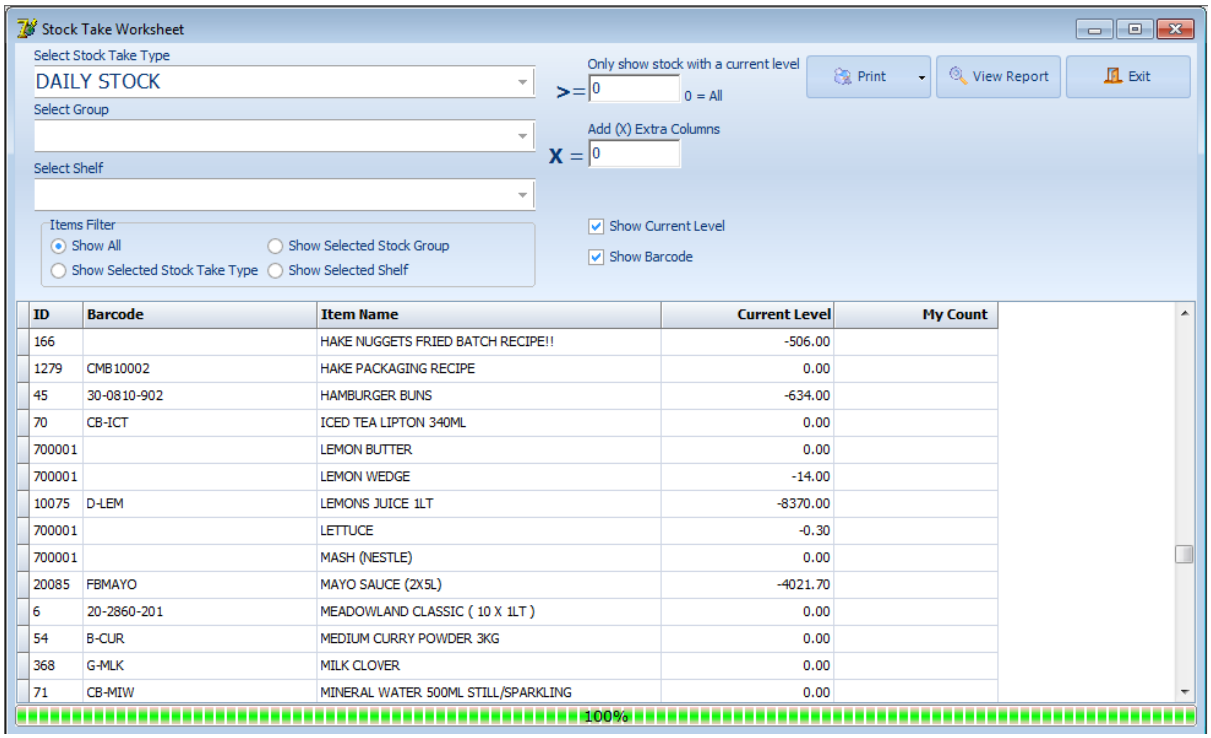
8.3.2 Today's Usage



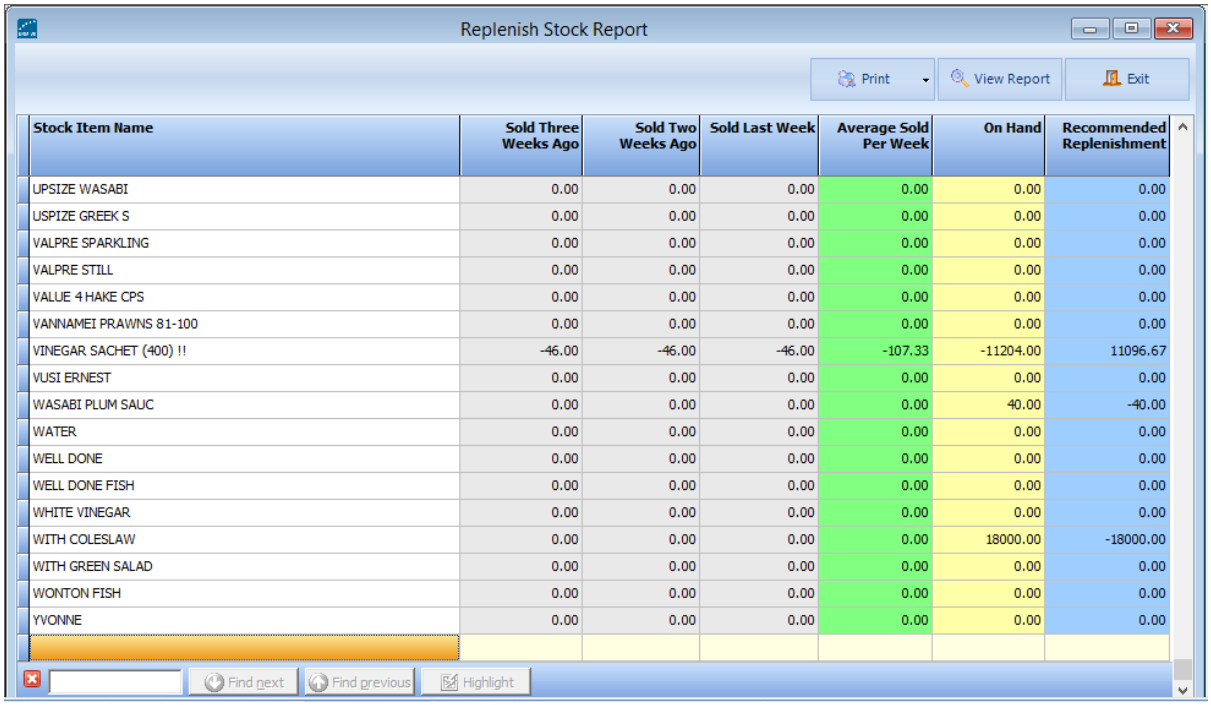
8.3.3 Usage by Period


Stock Usage Over a Period
Select Date
12/ 8/2011
Select Date
1/30/2013
Select Stock Item
Select Stock Take Type
Items Filter
Show Only Selected
Show All
Type Filter (If type filter is "Show Only Selected" it will ignore Items Filter)
Show Only Selected
Ignore
Print
View Report
Exit
ID | Item Name | Opening | Sold | Receive | Lend | Brwd. | Wasted | Returned | Manuf. | Dist. | Closing | Comp. | Dif
85 | RICE & VEGGIE MIX BATCH RECIPE | 0.00 | -819.70 | 60048.00 | 0.00 | 0.00 | 0.00 | 1.60 | 0.00 | 0.00 | 0.00 | 59229.90 | -592
86 | CHIPS BATCH RECIPE 150G(HALF PORTION)!! | 0.00 | -251.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 | 0.00 | 0.00 | 0.00 | -250.00 | 2
87 | MUSSEL MEAT(10X1KG) | 0.00 | -0.55 | 0.00 | 0.00 | 0.00 | 0.00 | 0.10 | 0.00 | 0.00 | 0.00 | -0.45
88 | TUNA SKEWERS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00
89 | WONTON FISH | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00
90 | FROZEN CHIPS(10MM GOLD SEAL) RAW | 0.00 | -165.54 | 0.00 | 0.00 | 0.00 | 0.00 | 5.00 | 0.00 | 0.00 | 0.00 | -160.54 | 1
166 | HAKE NUGGETS FRIED BATCH RECIPE!! | 0.00 | -1.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -1.00
167 | HAKE FILLET FRIED 80G | 0.00 | -2.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -2.00
241 | GREEN SALAD BATCH RECIPE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00
275 | CHIPS REGULAR BATCH RECIPE (FRESH) 250G! | 0.00 | -6.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -6.00
Total Opening | Total Sold | Total Received | Total Lend | Total Borrowed | Total Wasted | Total Returned | Total Manuf. | Total Dist. | Total Closing | Total Comp. | Total Diff.
0.00 | -11569.54 | 60427.67 | 0.00 | 0.00 | -76.00 | 313.72 | -4.20 | 0.00 | 0.00 | 49091.65 | -49091.6
100%

8.3.4 Stocktake Worksheet

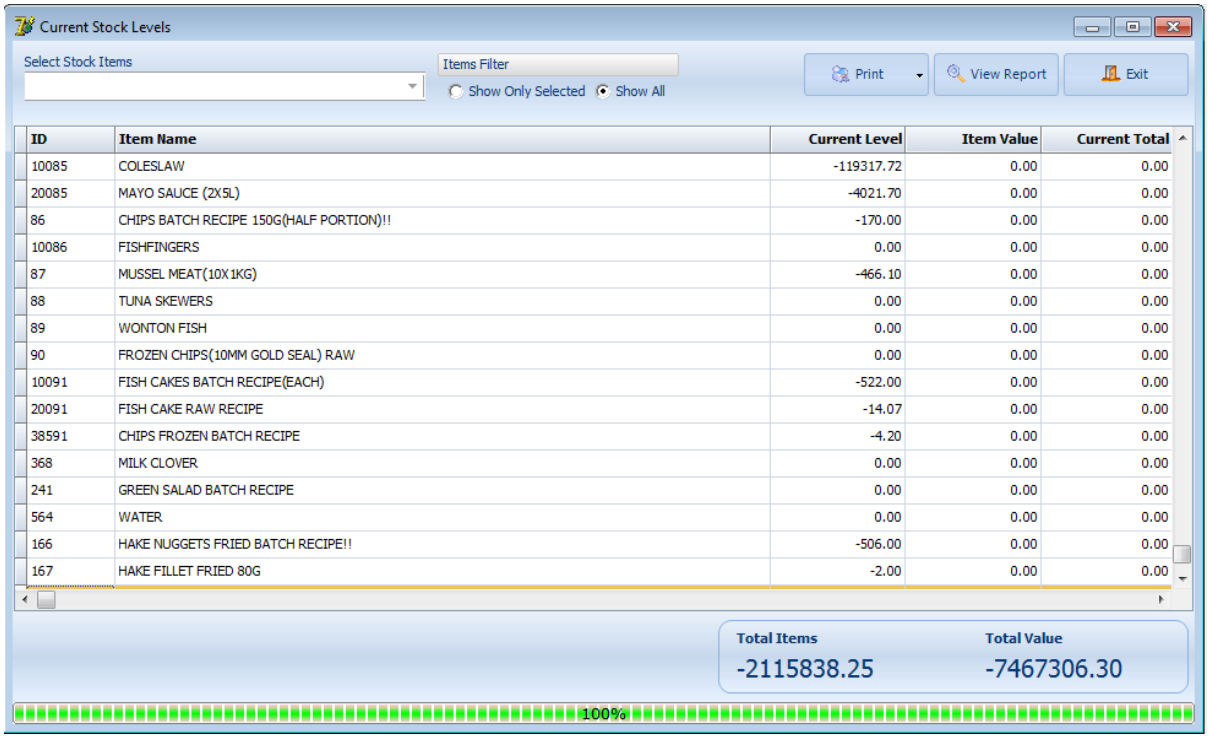

Stock Take Worksheet
Select Stock Take Type
DAILY STOCK
Select Group
Select Shelf
Items Filter
Show All
Show Selected Stock Group
Show Selected Stock Take Type
Show Selected Shelf
Only show stock with a current level
>= 0
0 = All
Add (X) Extra Columns
X = 0
Show Current Level
Show Barcode
Print
View Report
Exit
ID | Barcode | Item Name | Current Level | My Count
166 | | HAKE NUGGETS FRIED BATCH RECIPE!! | -506.00
1279 | CMB10002 | HAKE PACKAGING RECIPE | 0.00
45 | 30-0810-902 | HAMBURGER BUNS | -634.00
70 | CB-ICT | ICED TEA LIPTON 340ML | 0.00
700001 | | LEMON BUTTER | 0.00
700001 | | LEMON WEDGE | -14.00
10075 | D-LEM | LEMONS JUICE 1LT | -8370.00
700001 | | LETTUCE | -0.30
700001 | | MASH (NESTLE) | 0.00
20085 | FBMAYO | MAYO SAUCE (2X5L) | -4021.70
6 | 20-2860-201 | MEADOWLAND CLASSIC (10 X 1LT) | 0.00
54 | B-CUR | MEDIUM CURRY POWDER 3KG | 0.00
368 | G-MLK | MILK CLOVER | 0.00
71 | CB-MIW | MINERAL WATER 500ML STILL/SPARKLING | 0.00
100%

8.3.5 Replenish Stock



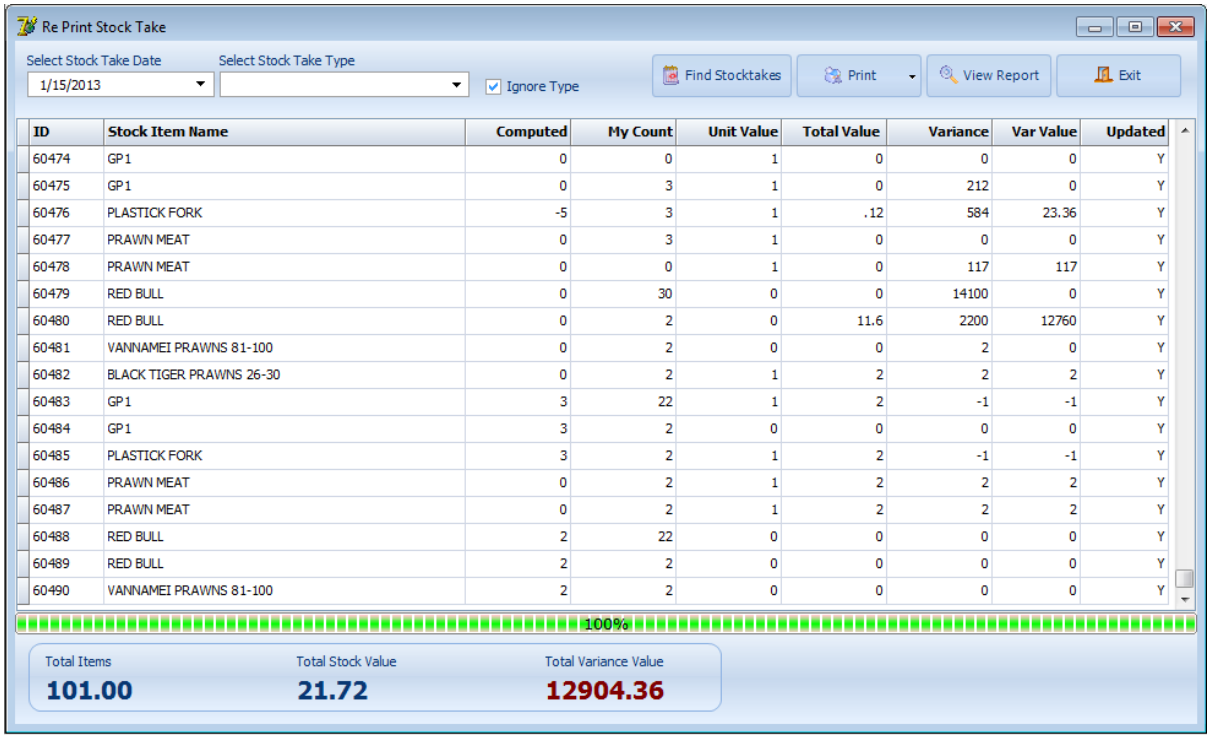
Stock Item Name	Sold Three Weeks Ago	Sold Two Weeks Ago	Sold Last Week	Average Sold Per Week	On Hand	Recommended Replenishment
UPSIZE WASABI	0.00	0.00	0.00	0.00	0.00	0.00
USPIZE GREEK S	0.00	0.00	0.00	0.00	0.00	0.00
VALPRE SPARKLING	0.00	0.00	0.00	0.00	0.00	0.00
VALPRE STILL	0.00	0.00	0.00	0.00	0.00	0.00
VALUE 4 HAKE CPS	0.00	0.00	0.00	0.00	0.00	0.00
VANNAMEI PRAWNS 81-100	0.00	0.00	0.00	0.00	0.00	0.00
VINEGAR SACHET (400) !!	-46.00	-46.00	-46.00	-107.33	-11204.00	11096.67
VUSI ERNEST	0.00	0.00	0.00	0.00	0.00	0.00
WASABI PLUM SAUC	0.00	0.00	0.00	0.00	40.00	-40.00
WATER	0.00	0.00	0.00	0.00	0.00	0.00
WELL DONE	0.00	0.00	0.00	0.00	0.00	0.00
WELL DONE FISH	0.00	0.00	0.00	0.00	0.00	0.00
WHITE VINEGAR	0.00	0.00	0.00	0.00	0.00	0.00
WITH COLESLAW	0.00	0.00	0.00	0.00	18000.00	-18000.00
WITH GREEN SALAD	0.00	0.00	0.00	0.00	0.00	0.00
WONTON FISH	0.00	0.00	0.00	0.00	0.00	0.00
YVONNE	0.00	0.00	0.00	0.00	0.00	0.00

8.3.6 Current Stock Levels



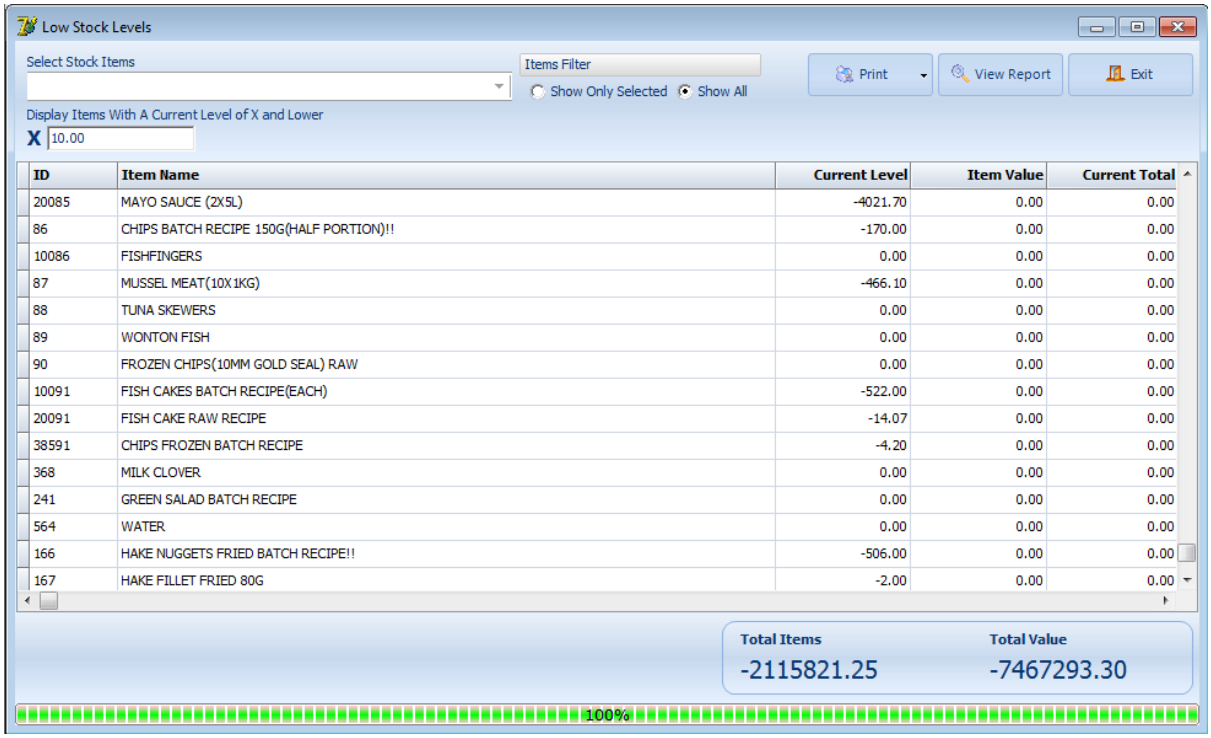
ID	Item Name	Current Level	Item Value	Current Total
10085	COLESLAW	-119317.72	0.00	0.00
20085	MAYO SAUCE (2X5L)	-4021.70	0.00	0.00
86	CHIPS BATCH RECIPE 150G(HALF PORTION)!!	-170.00	0.00	0.00
10086	FISHFINGERS	0.00	0.00	0.00
87	MUSSEL MEAT(10X1KG)	-466.10	0.00	0.00
88	TUNA SKEWERS	0.00	0.00	0.00
89	WONTON FISH	0.00	0.00	0.00
90	FROZEN CHIPS(10MM GOLD SEAL) RAW	0.00	0.00	0.00
10091	FISH CAKES BATCH RECIPE(EACH)	-522.00	0.00	0.00
20091	FISH CAKE RAW RECIPE	-14.07	0.00	0.00
38591	CHIPS FROZEN BATCH RECIPE	-4.20	0.00	0.00
368	MILK CLOVER	0.00	0.00	0.00
241	GREEN SALAD BATCH RECIPE	0.00	0.00	0.00
564	WATER	0.00	0.00	0.00
166	HAKE NUGGETS FRIED BATCH RECIPE!!	-506.00	0.00	0.00
167	HAKE FILLET FRIED 80G	-2.00	0.00	0.00

8.3.7 Re Print Stock Take



ID	Stock Item Name	Computed	My Count	Unit Value	Total Value	Variance	Var Value	Updated
60474	GP1	0	0	1	0	0	0	Y
60475	GP1	0	3	1	0	212	0	Y
60476	PLASTICK FORK	-5	3	1	.12	584	23.36	Y
60477	PRAWN MEAT	0	3	1	0	0	0	Y
60478	PRAWN MEAT	0	0	1	0	117	117	Y
60479	RED BULL	0	30	0	0	14100	0	Y
60480	RED BULL	0	2	0	11.6	2200	12760	Y
60481	VANNAMEI PRAWNS 81-100	0	2	0	0	2	0	Y
60482	BLACK TIGER PRAWNS 26-30	0	2	1	2	2	2	Y
60483	GP1	3	22	1	2	-1	-1	Y
60484	GP1	3	2	0	0	0	0	Y
60485	PLASTICK FORK	3	2	1	2	-1	-1	Y
60486	PRAWN MEAT	0	2	1	2	2	2	Y
60487	PRAWN MEAT	0	2	1	2	2	2	Y
60488	RED BULL	2	22	0	0	0	0	Y
60489	RED BULL	2	2	0	0	0	0	Y
60490	VANNAMEI PRAWNS 81-100	2	2	0	0	0	0	Y

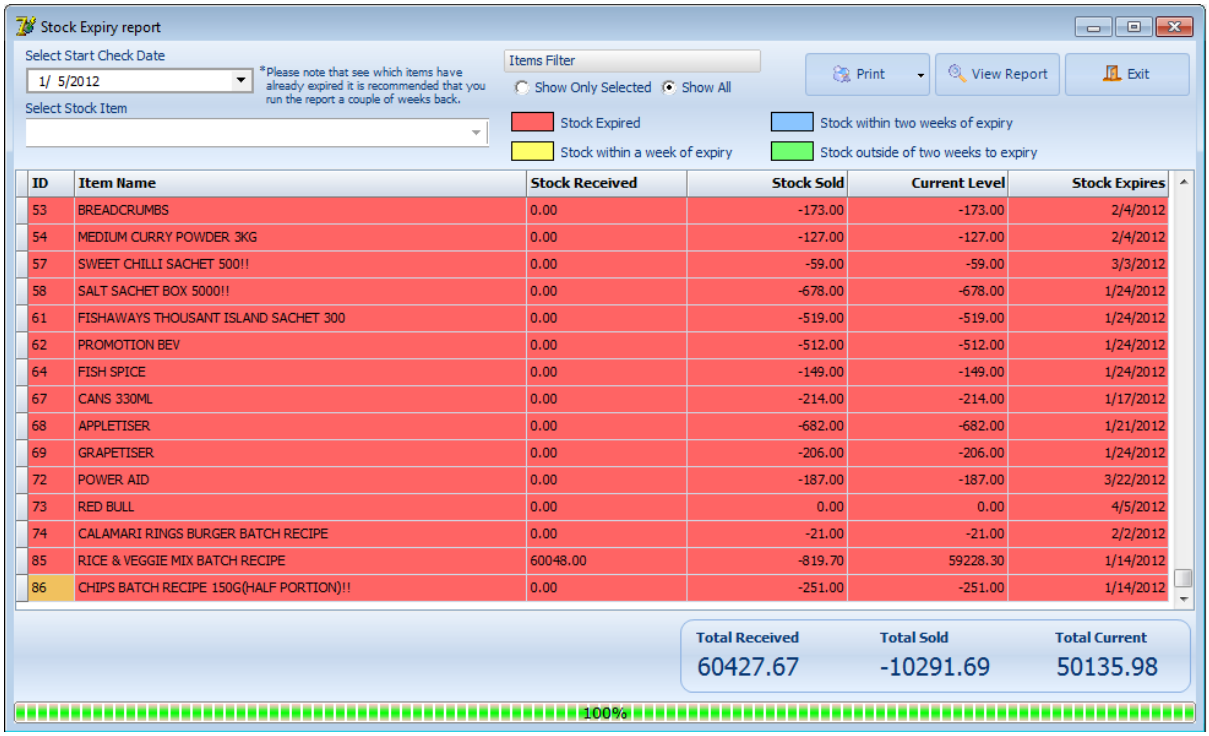
8.3.8 Low Stock Levels



ID	Item Name	Current Level	Item Value	Current Total
20085	MAYO SAUCE (2X5L)	-4021.70	0.00	0.00
86	CHIPS BATCH RECIPE 150G(HALF PORTION)!!	-170.00	0.00	0.00
10086	FISHFINGERS	0.00	0.00	0.00
87	MUSSEL MEAT(10X1KG)	-466.10	0.00	0.00
88	TUNA SKEWERS	0.00	0.00	0.00
89	WONTON FISH	0.00	0.00	0.00
90	FROZEN CHIPS(10MM GOLD SEAL) RAW	0.00	0.00	0.00
10091	FISH CAKES BATCH RECIPE(EACH)	-522.00	0.00	0.00
20091	FISH CAKE RAW RECIPE	-14.07	0.00	0.00
38591	CHIPS FROZEN BATCH RECIPE	-4.20	0.00	0.00
368	MILK CLOVER	0.00	0.00	0.00
241	GREEN SALAD BATCH RECIPE	0.00	0.00	0.00
564	WATER	0.00	0.00	0.00
166	HAKE NUGGETS FRIED BATCH RECIPE!!	-506.00	0.00	0.00
167	HAKE FILLET FRIED 80G	-2.00	0.00	0.00

8.3.9 Stock Expiry

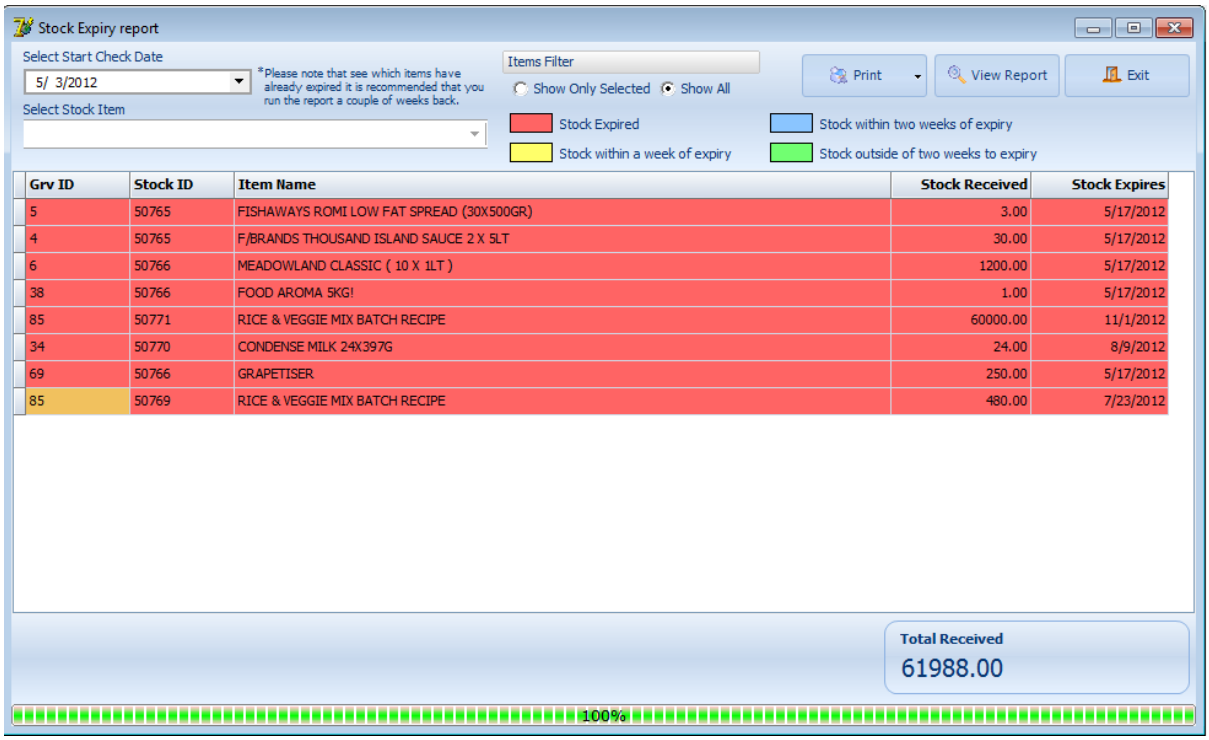
8.3.9.1 Expiry Indication



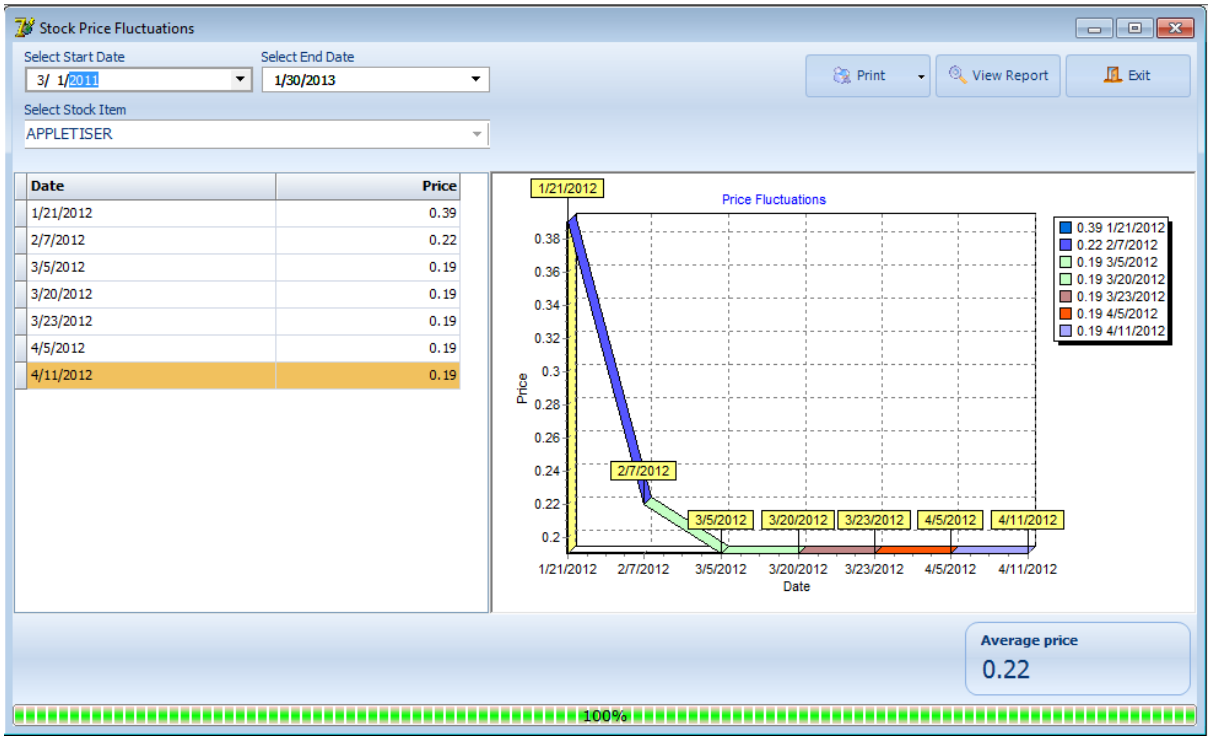
ID	Item Name	Stock Received	Stock Sold	Current Level	Stock Expires
53	BREADCRUMBS	0.00	-173.00	-173.00	2/4/2012
54	MEDIUM CURRY POWDER 3KG	0.00	-127.00	-127.00	2/4/2012
57	SWEET CHILLI SACHET 500!!	0.00	-59.00	-59.00	3/3/2012
58	SALT SACHET BOX 5000!!	0.00	-678.00	-678.00	1/24/2012
61	FISHAWAYS THOUSANT ISLAND SACHET 300	0.00	-519.00	-519.00	1/24/2012
62	PROMOTION BEV	0.00	-512.00	-512.00	1/24/2012
64	FISH SPICE	0.00	-149.00	-149.00	1/24/2012
67	CANS 330ML	0.00	-214.00	-214.00	1/17/2012
68	APPLETISER	0.00	-682.00	-682.00	1/21/2012
69	GRAPETISER	0.00	-206.00	-206.00	1/24/2012
72	POWER AID	0.00	-187.00	-187.00	3/22/2012
73	RED BULL	0.00	0.00	0.00	4/5/2012
74	CALAMARI RINGS BURGER BATCH RECIPE	0.00	-21.00	-21.00	2/2/2012
85	RICE & VEGGIE MIX BATCH RECIPE	60048.00	-819.70	59228.30	1/14/2012
86	CHIPS BATCH RECIPE 150G(HALF PORTION)!!	0.00	-251.00	-251.00	1/14/2012

.

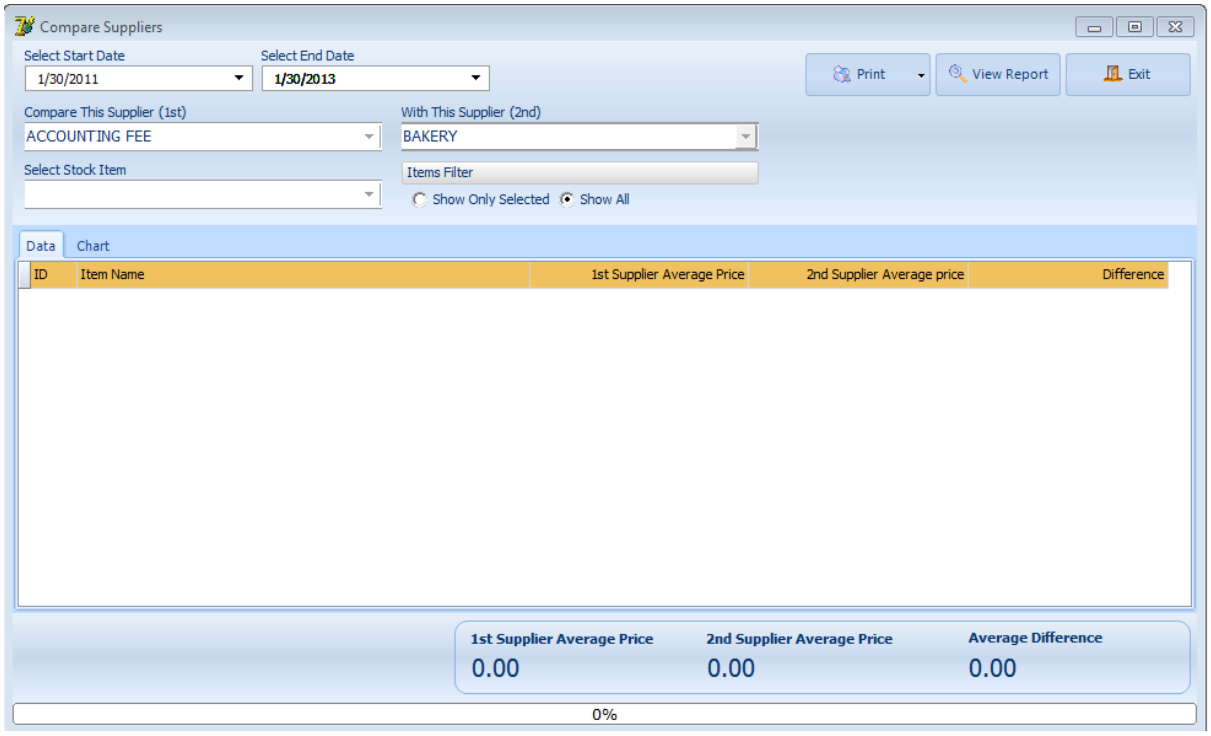
8.3.9.2 Expiry by GRV (Purchase)


Stock Expiry report
Select Start Check Date
5/ 3/2012
*Please note that see which items have already expired it is recommended that you run the report a couple of weeks back.
Select Stock Item
Items Filter
Show Only Selected
Show All
Print
View Report
Exit
Stock Expired
Stock within two weeks of expiry
Stock within a week of expiry
Stock outside of two weeks to expiry
Grv ID | Stock ID | Item Name | Stock Received | Stock Expires
5 | 50765 | FISHAWAYS ROMI LOW FAT SPREAD (30X500GR) | 3.00 | 5/17/2012
4 | 50765 | F/BRANDS THOUSAND ISLAND SAUCE 2 X 5LT | 30.00 | 5/17/2012
6 | 50766 | MEADOWLAND CLASSIC (10 X 1LT) | 1200.00 | 5/17/2012
38 | 50766 | FOOD AROMA 5KG! | 1.00 | 5/17/2012
85 | 50771 | RICE & VEGGIE MIX BATCH RECIPE | 60000.00 | 11/1/2012
34 | 50770 | CONDENSE MILK 24X397G | 24.00 | 8/9/2012
69 | 50766 | GRAPETISER | 250.00 | 5/17/2012
85 | 50769 | RICE & VEGGIE MIX BATCH RECIPE | 480.00 | 7/23/2012
Total Received
61988.00
100%

8.3.10 Stock Price Fluctuations



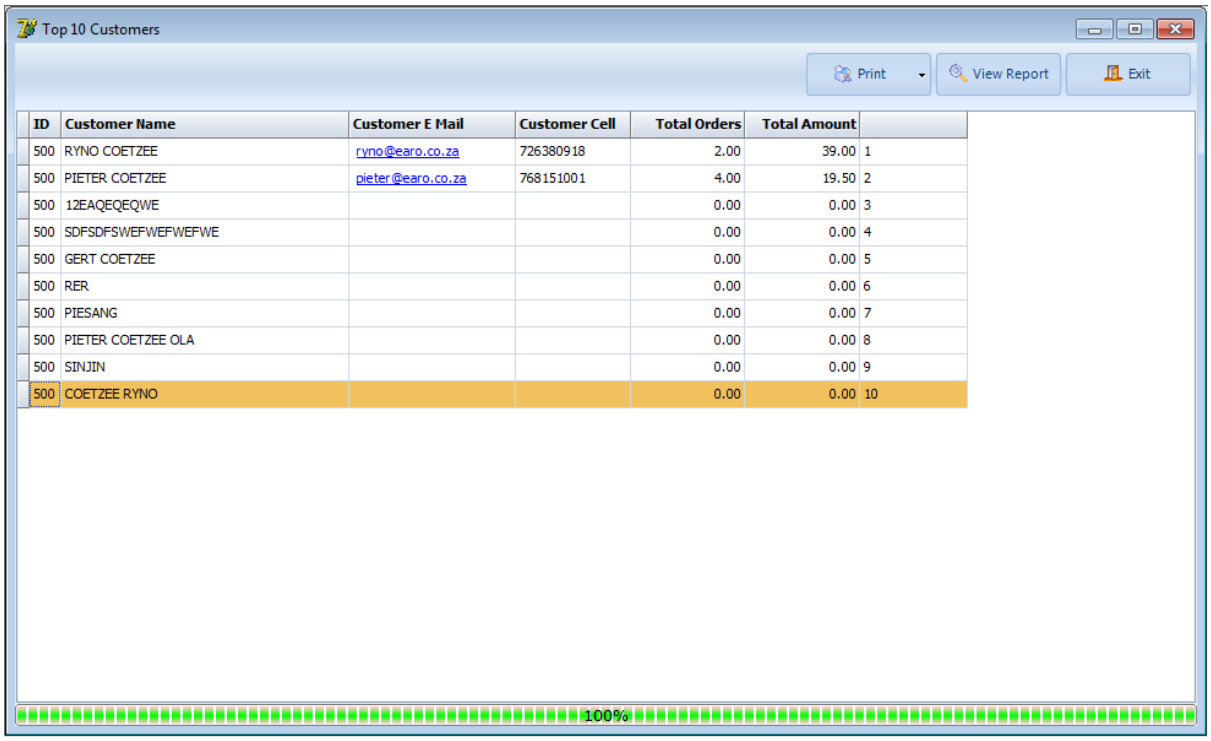
8.3.11 Compare Supplier Prices



.

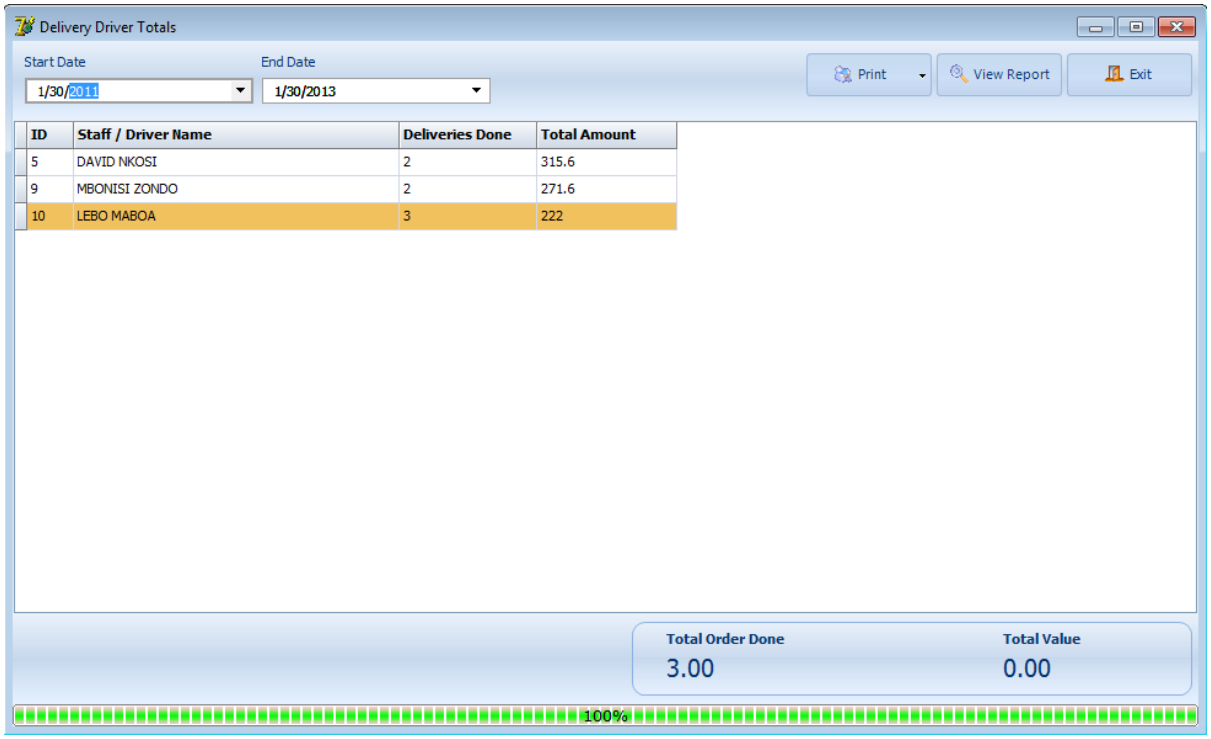
8.3.12 Cust. Reports

8.3.12.1 Top 10 Customers



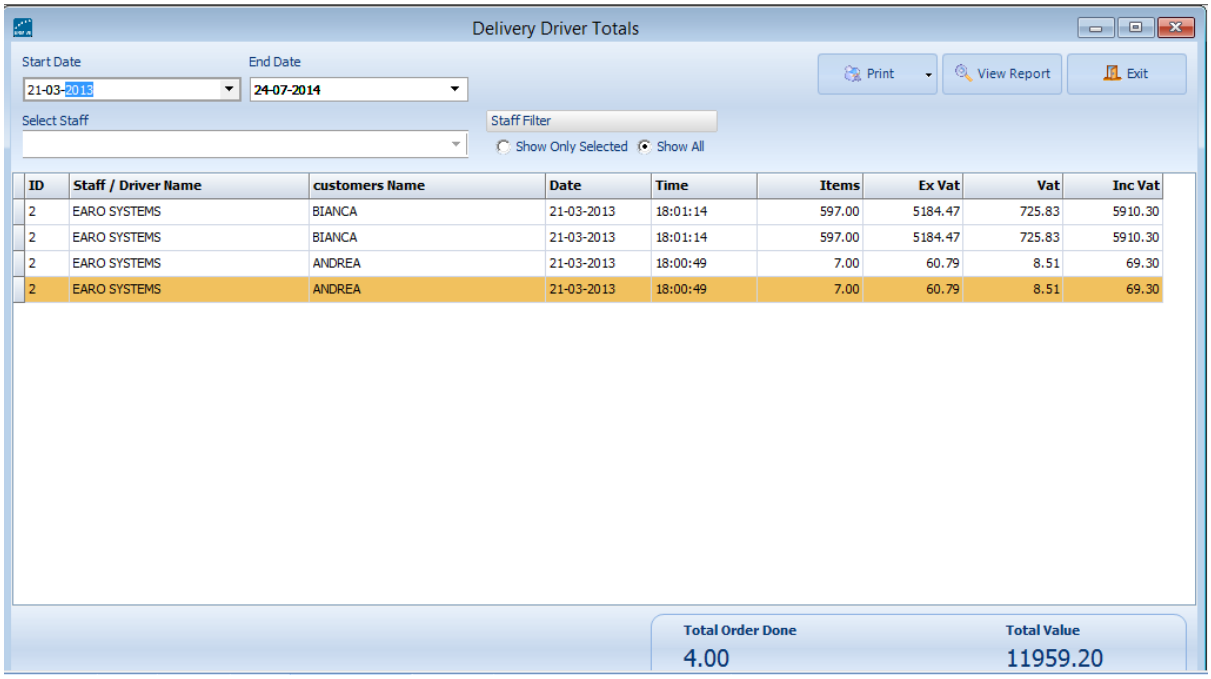
ID	Customer Name	Customer E Mail	Customer Cell	Total Orders	Total Amount	
500	RYNO COETZEE	ryno@earo.co.za	726380918	2.00	39.00	1
500	PIETER COETZEE	pieter@earo.co.za	768151001	4.00	19.50	2
500	12EAQEQEQWE			0.00	0.00	3
500	SDFSDFSWEFWEFWEFWE			0.00	0.00	4
500	GERT COETZEE			0.00	0.00	5
500	RER			0.00	0.00	6
500	PIESANG			0.00	0.00	7
500	PIETER COETZEE OLA			0.00	0.00	8
500	SINJIN			0.00	0.00	9
500	COETZEE RYNO			0.00	0.00	10

8.3.12.2 Driver Summary

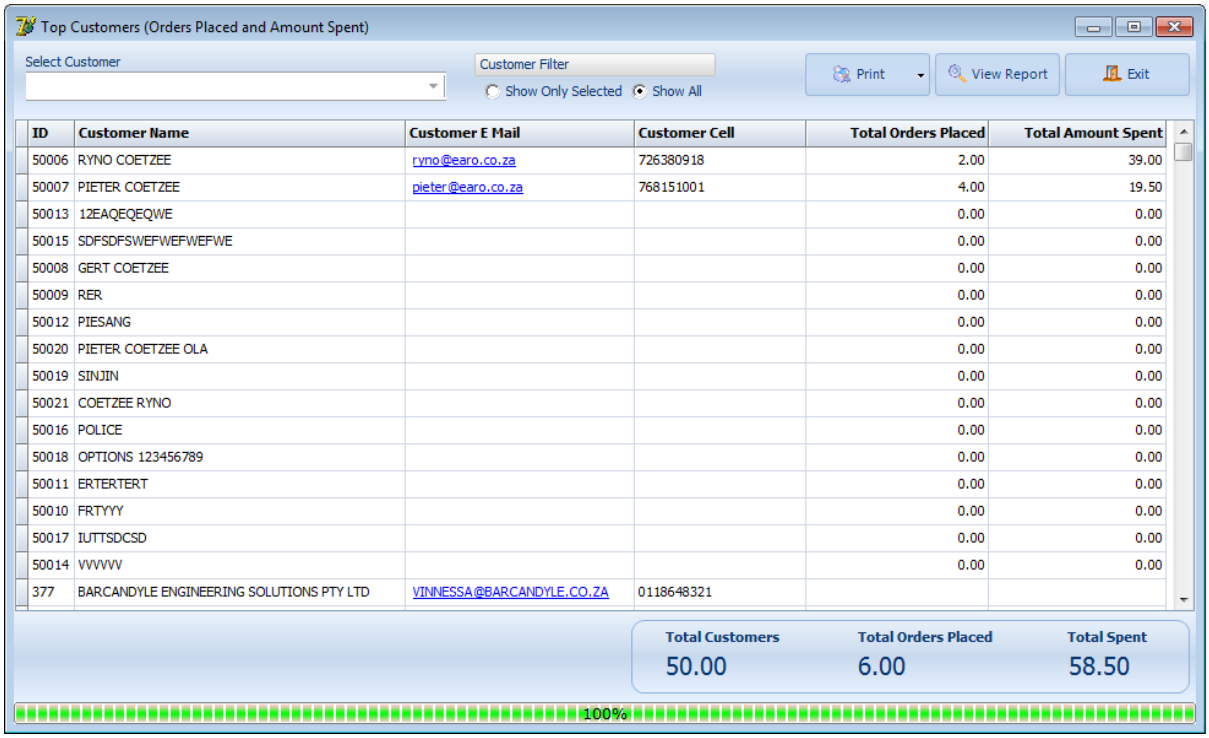


ID	Staff / Driver Name	Deliveries Done	Total Amount
5	DAVID NKOSI	2	315.6
9	MBONISI ZONDO	2	271.6
10	LEBO MABOA	3	222

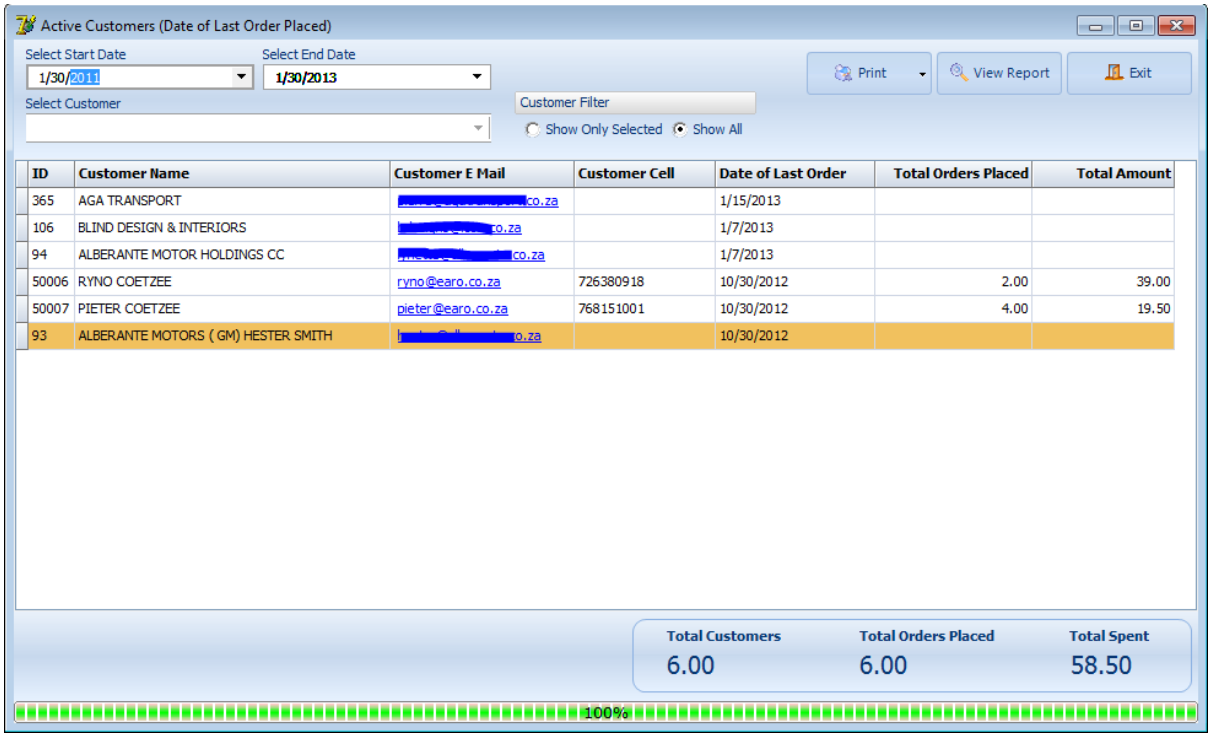
8.3.12.3 Driver Totals



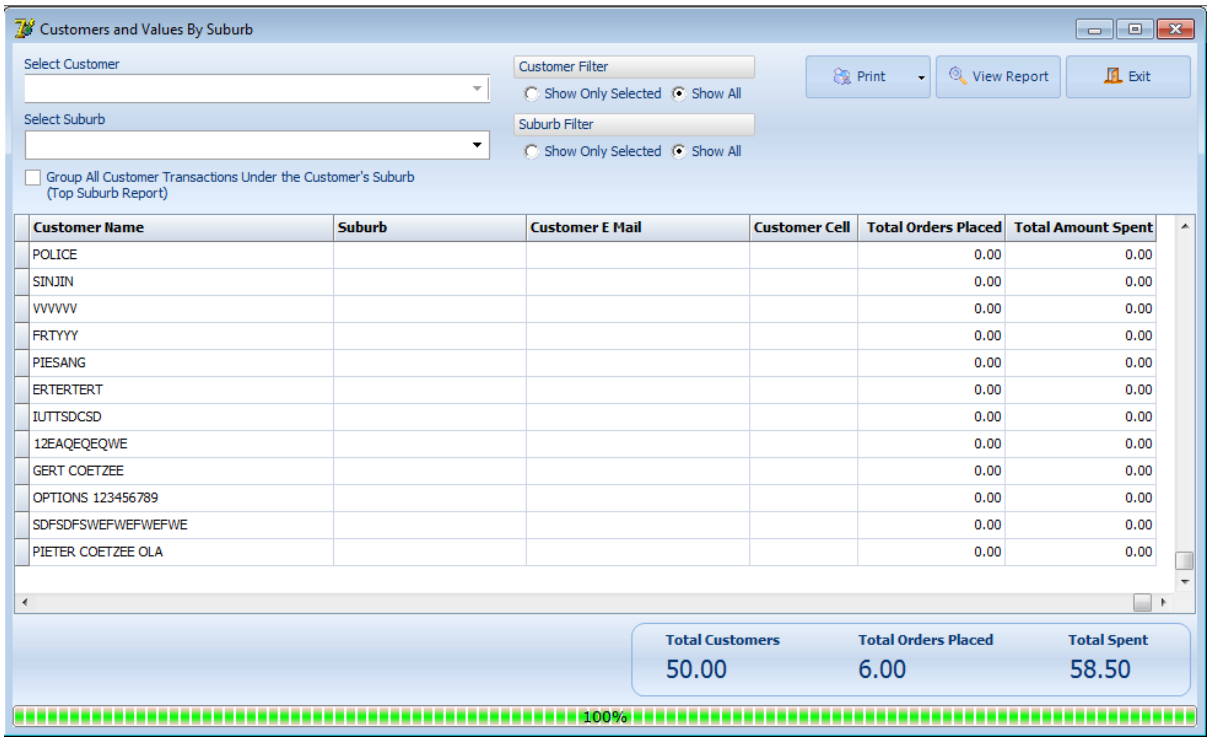
8.3.12.4 Top Customers



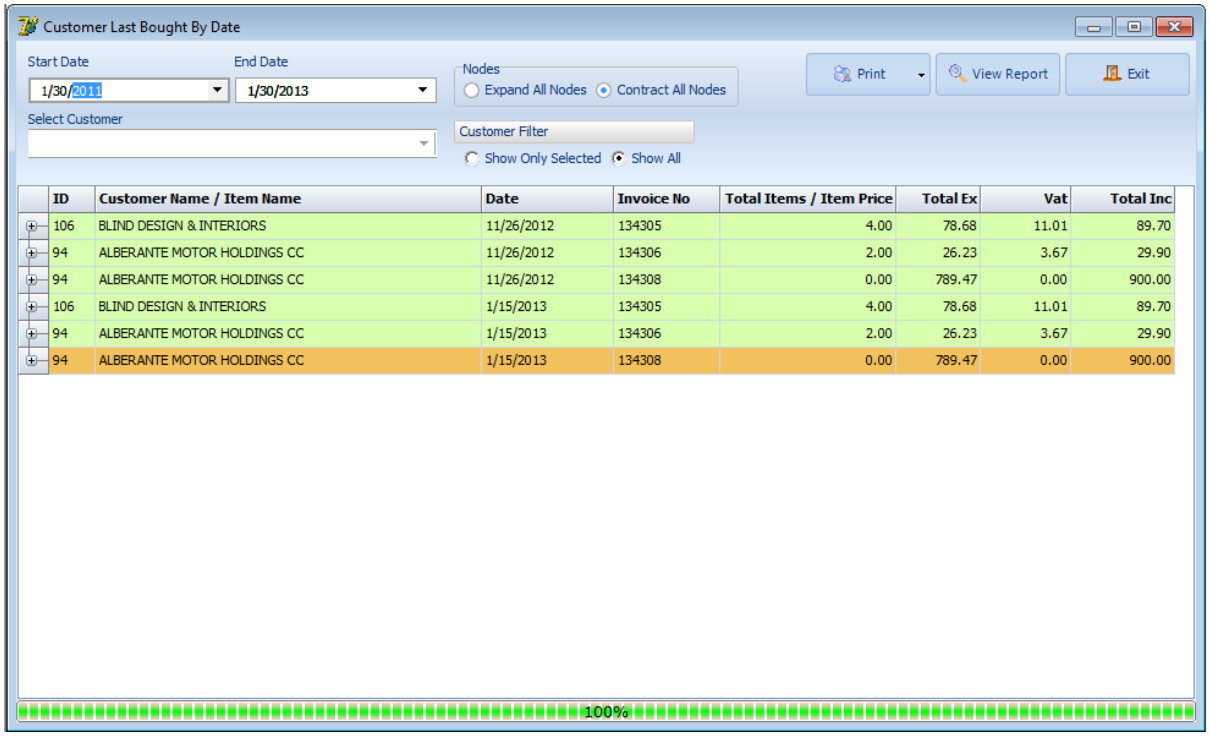
8.3.12.5 Active Customers



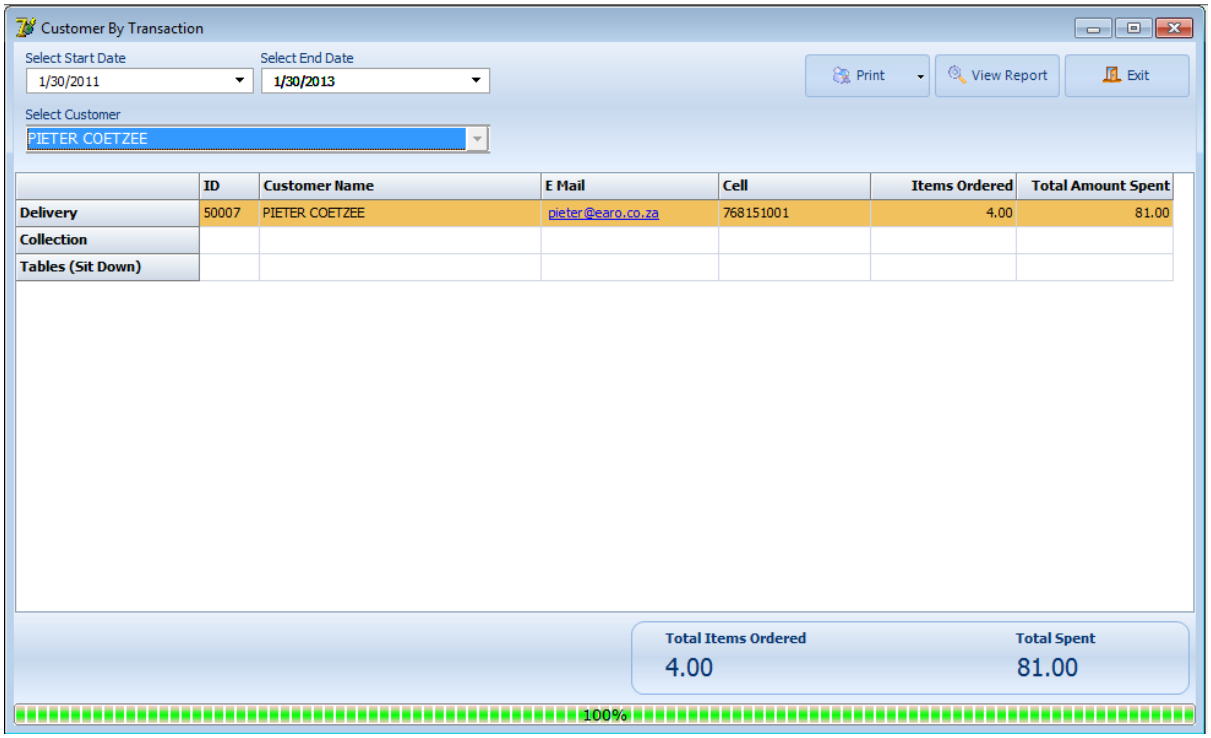
8.3.12.6 Customer By Suburb



8.3.12.7 Last Bought


Customer Last Bought By Date
Start Date
1/30/2011
End Date
1/30/2013
Nodes
Expand All Nodes
Contract All Nodes
Print
View Report
Exit
Select Customer
Customer Filter
Show Only Selected
Show All
ID | Customer Name / Item Name | Date | Invoice No | Total Items / Item Price | Total Ex | Vat | Total Inc
106 | BLIND DESIGN & INTERIORS | 11/26/2012 | 134305 | 4.00 | 78.68 | 11.01 | 89.70
94 | ALBERANTE MOTOR HOLDINGS CC | 11/26/2012 | 134306 | 2.00 | 26.23 | 3.67 | 29.90
94 | ALBERANTE MOTOR HOLDINGS CC | 11/26/2012 | 134308 | 0.00 | 789.47 | 0.00 | 900.00
106 | BLIND DESIGN & INTERIORS | 1/15/2013 | 134305 | 4.00 | 78.68 | 11.01 | 89.70
94 | ALBERANTE MOTOR HOLDINGS CC | 1/15/2013 | 134306 | 2.00 | 26.23 | 3.67 | 29.90
94 | ALBERANTE MOTOR HOLDINGS CC | 1/15/2013 | 134308 | 0.00 | 789.47 | 0.00 | 900.00
100%

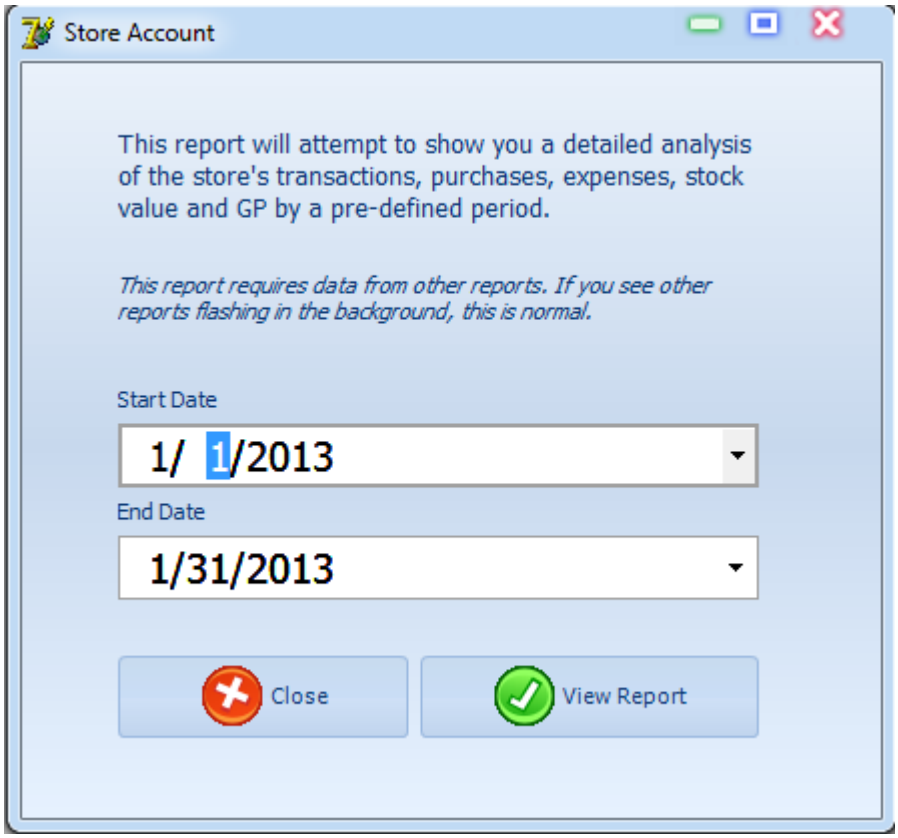
8.3.12.8 Customer By Transaction



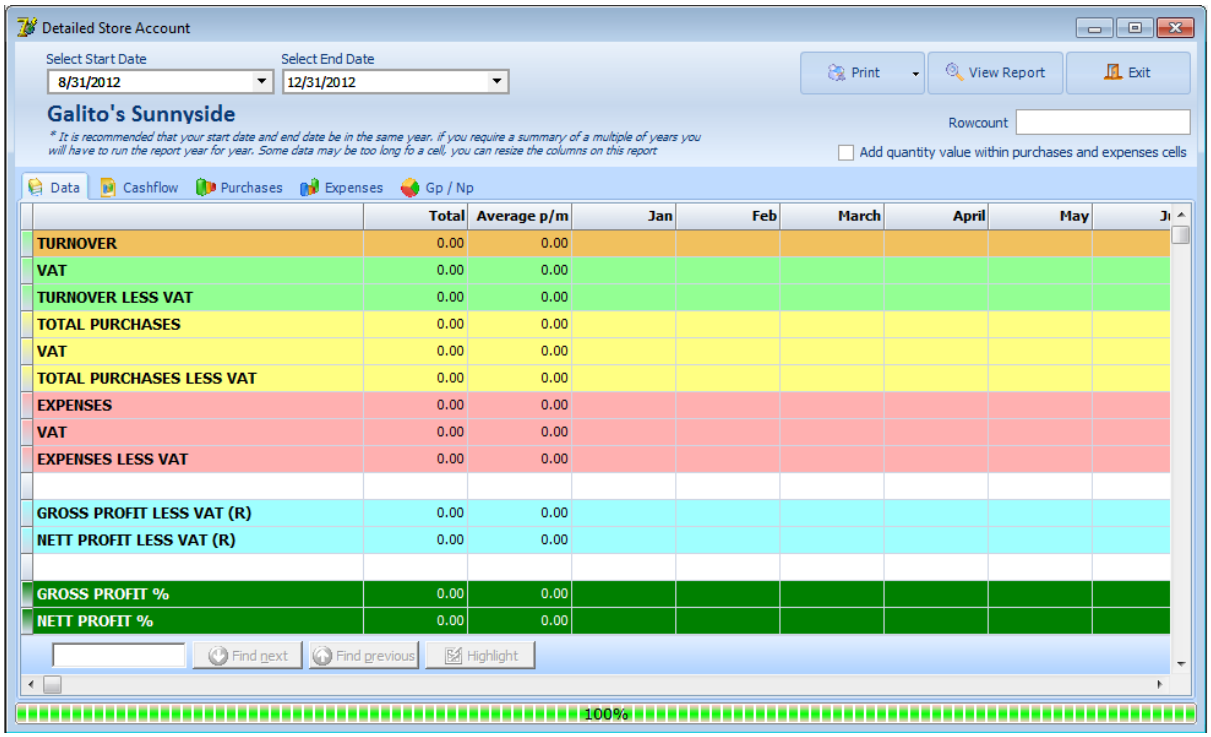
8.4 Voucher Reports

8.4.1 Cash Flow

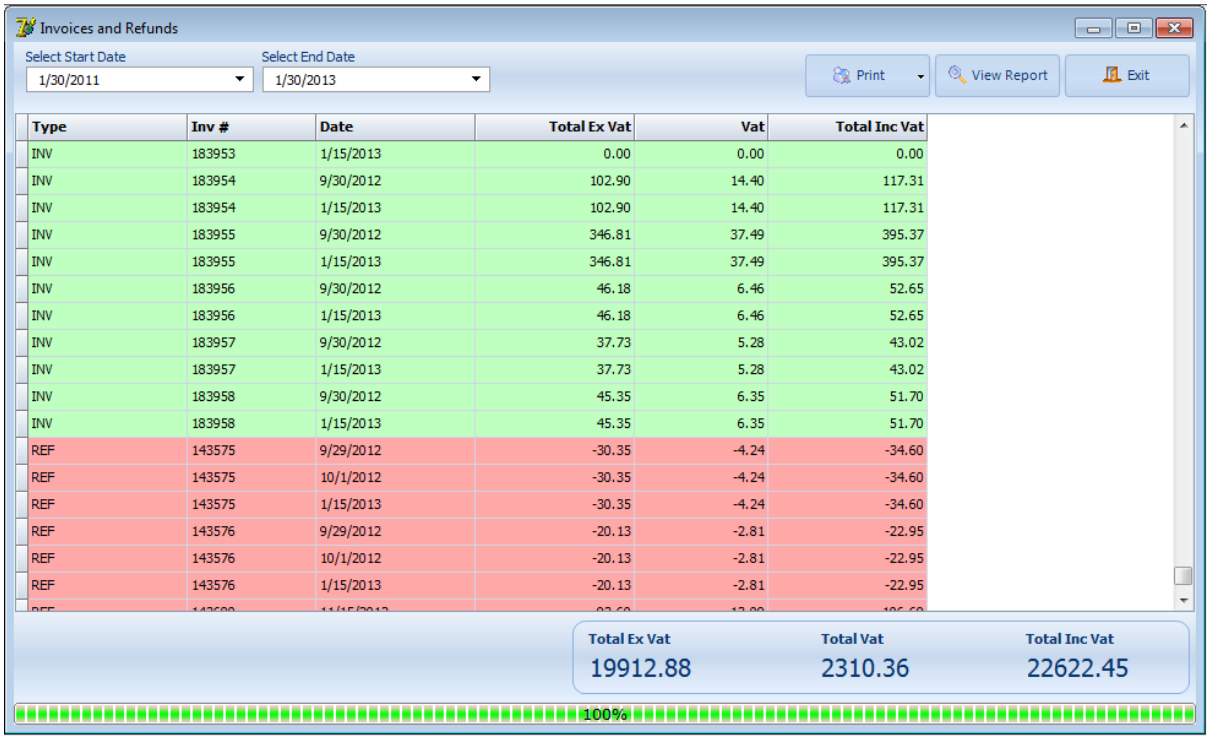
8.4.2 Store Account


Store Account
This report will attempt to show you a detailed analysis of the store's transactions, purchases, expenses, stock value and GP by a pre-defined period.
This report requires data from other reports. If you see other reports flashing in the background, this is normal.
Start Date
1/ 1/2013
End Date
1/31/2013
Close
View Report

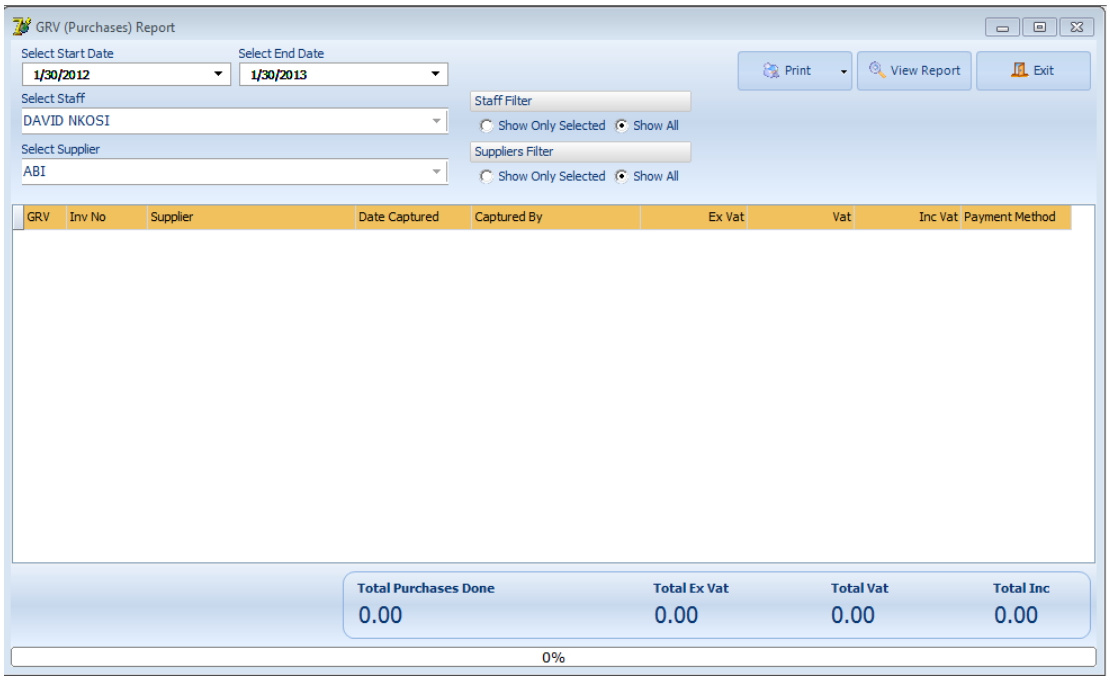
8.4.3 Detailed Store Account



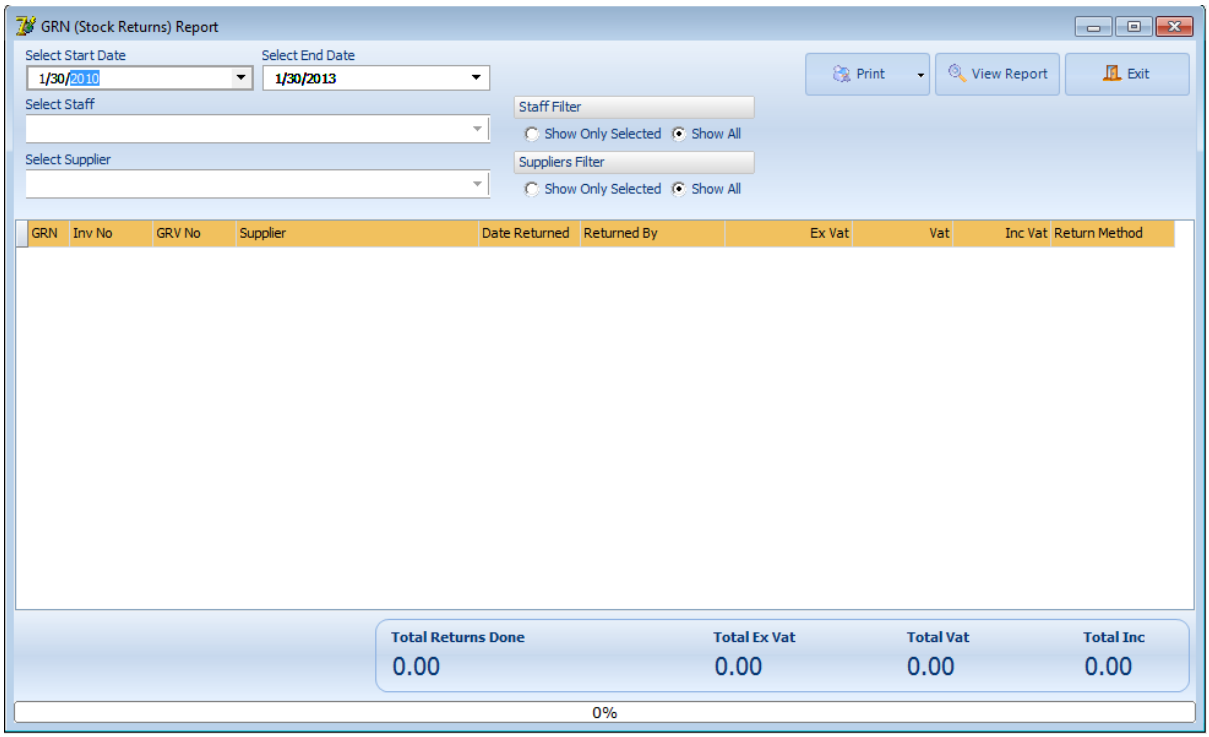
8.4.4 Invoices and Refunds



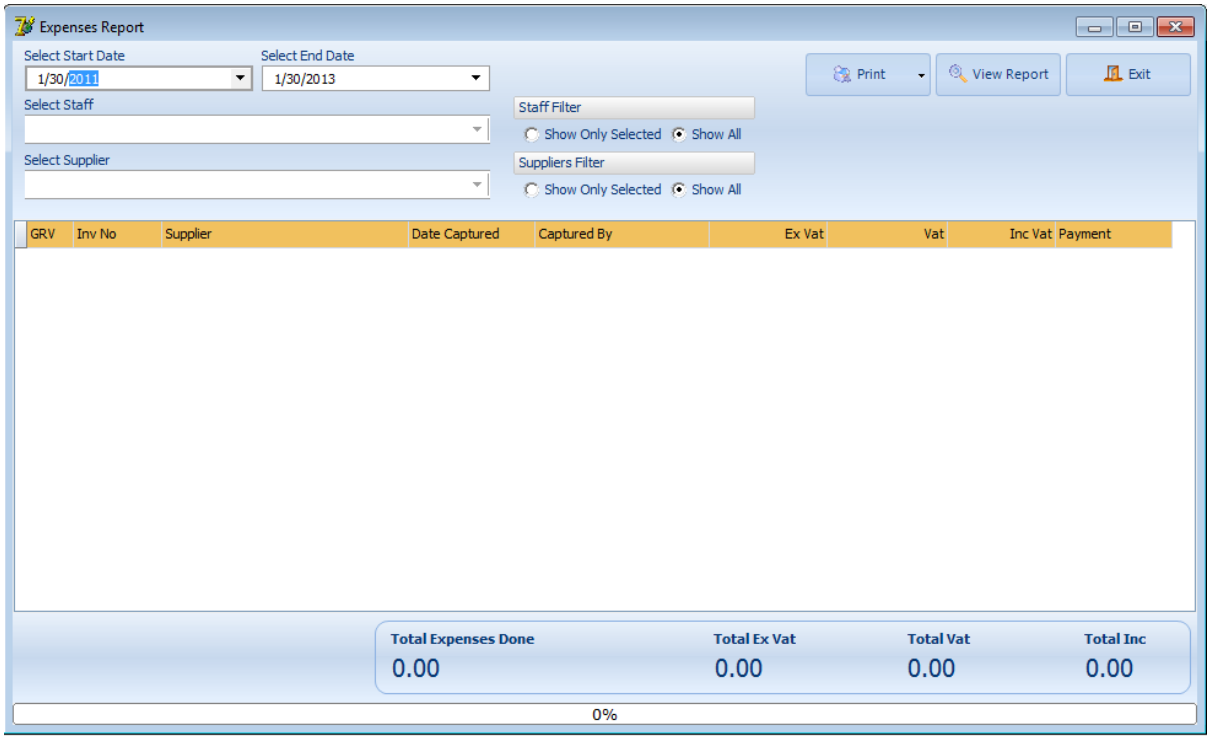
8.4.5 Purchases Report



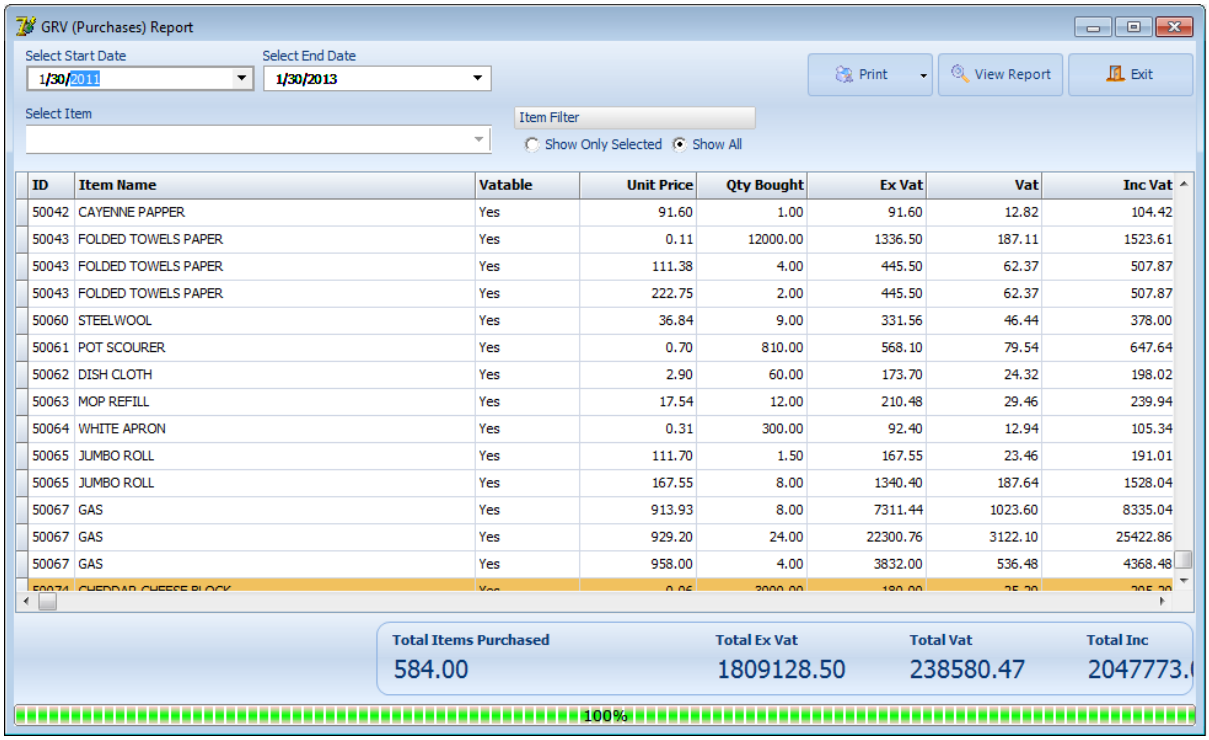
8.4.6 Returns Report



8.4.7 Expenses Report

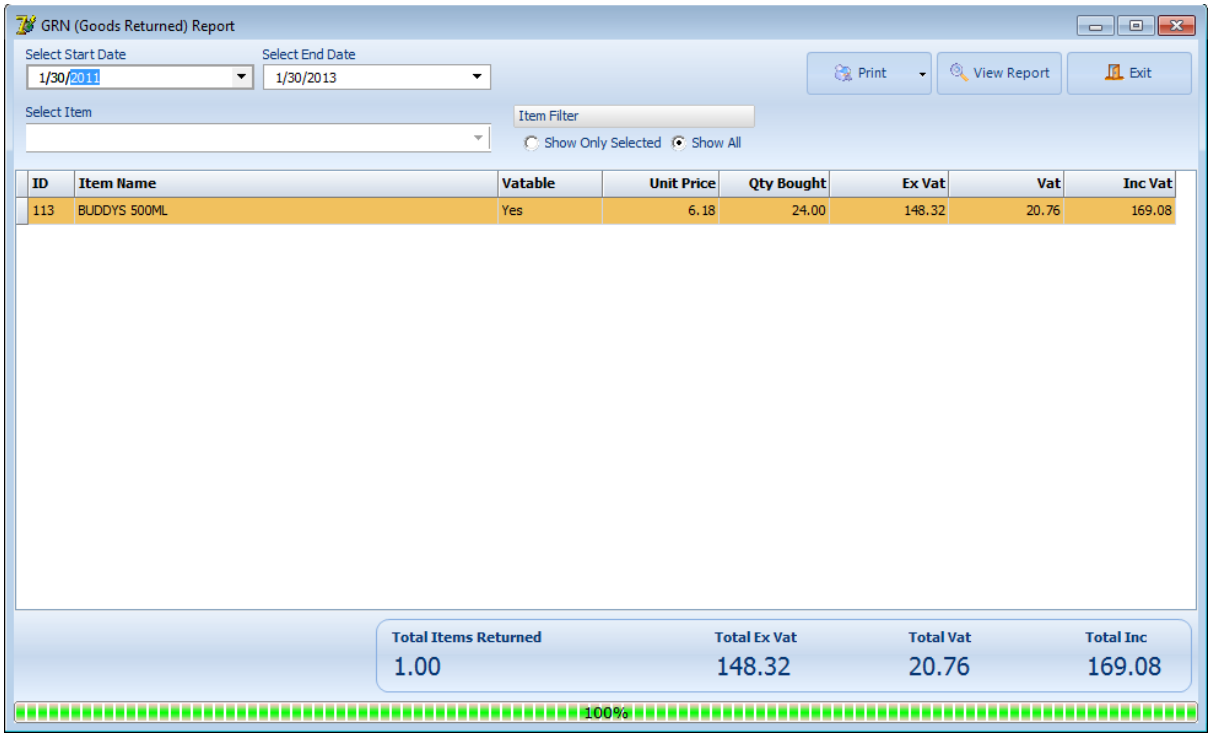


8.4.8 Purchases By Item



ID	Item Name	Vatable	Unit Price	Qty Bought	Ex Vat	Vat	Inc Vat
50042	CAYENNE PAPPER	Yes	91.60	1.00	91.60	12.82	104.42
50043	FOLDED TOWELS PAPER	Yes	0.11	12000.00	1336.50	187.11	1523.61
50043	FOLDED TOWELS PAPER	Yes	111.38	4.00	445.50	62.37	507.87
50043	FOLDED TOWELS PAPER	Yes	222.75	2.00	445.50	62.37	507.87
50060	STEELWOOL	Yes	36.84	9.00	331.56	46.44	378.00
50061	POT SCOURER	Yes	0.70	810.00	568.10	79.54	647.64
50062	DISH CLOTH	Yes	2.90	60.00	173.70	24.32	198.02
50063	MOP REFILL	Yes	17.54	12.00	210.48	29.46	239.94
50064	WHITE APRON	Yes	0.31	300.00	92.40	12.94	105.34
50065	JUMBO ROLL	Yes	111.70	1.50	167.55	23.46	191.01
50065	JUMBO ROLL	Yes	167.55	8.00	1340.40	187.64	1528.04
50067	GAS	Yes	913.93	8.00	7311.44	1023.60	8335.04
50067	GAS	Yes	929.20	24.00	22300.76	3122.10	25422.86
50067	GAS	Yes	958.00	4.00	3832.00	536.48	4368.48

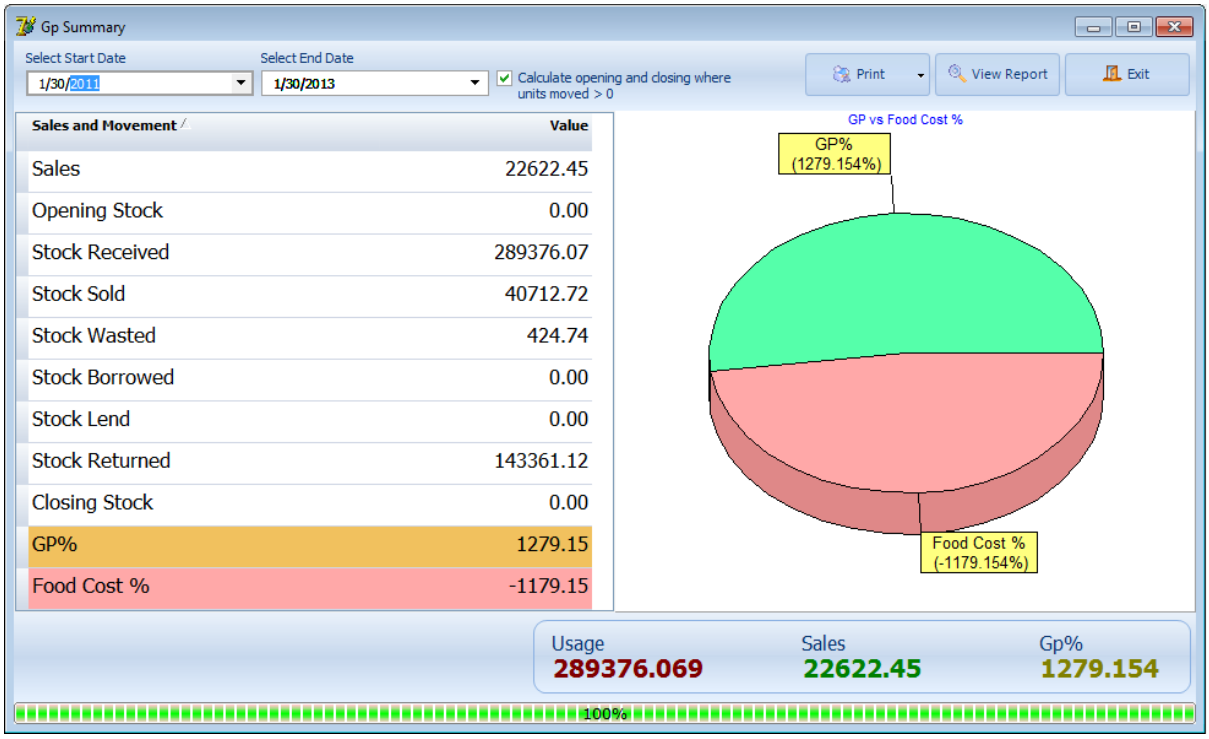
8.4.9 Returns By Item



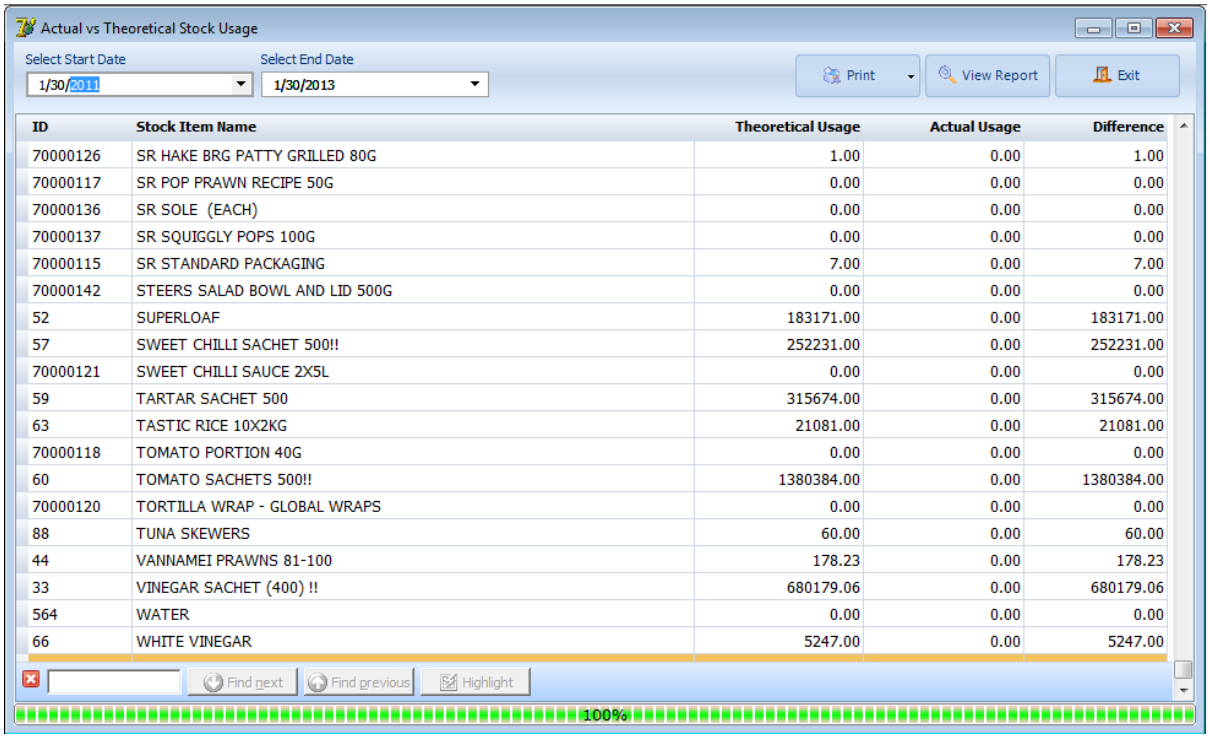
ID	Item Name	Vatable	Unit Price	Qty Bought	Ex Vat	Vat	Inc Vat
113	BUDDYS 500ML	Yes	6.18	24.00	148.32	20.76	169.08

8.5 Gross Profit

8.5.1 Actual GP Summary

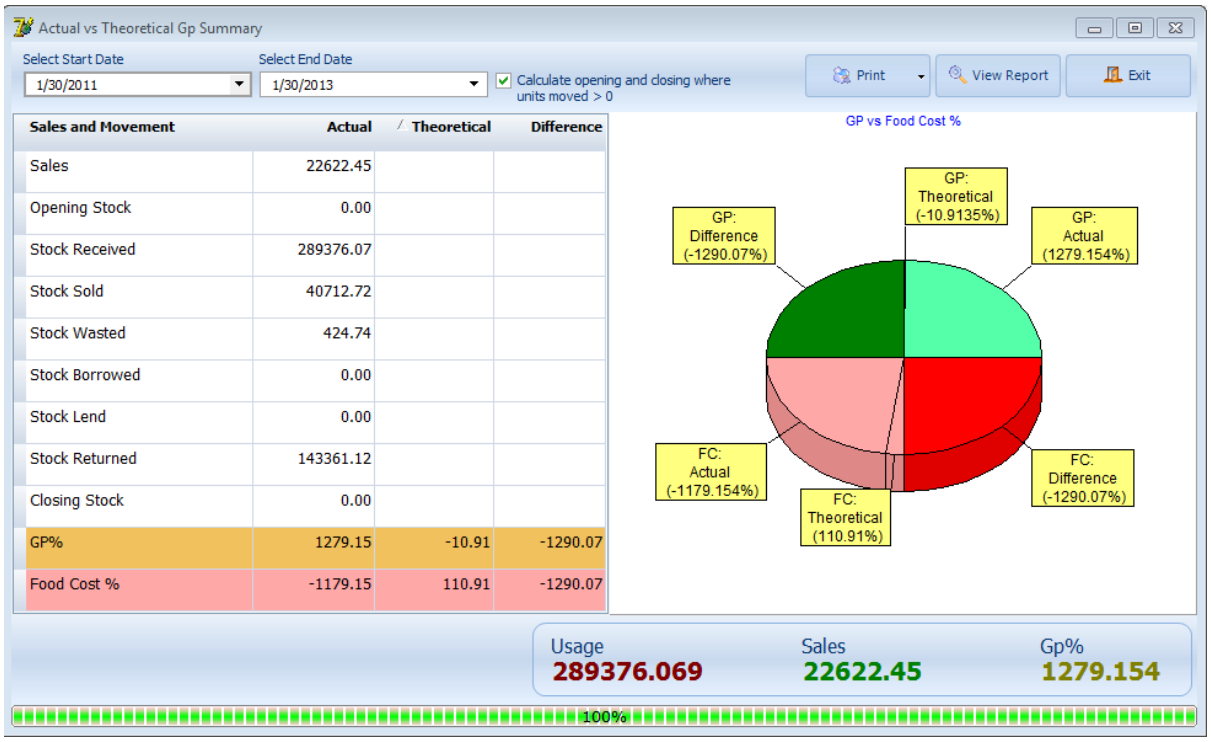


8.5.2 Actual GP vs. Theoretical GP Summary



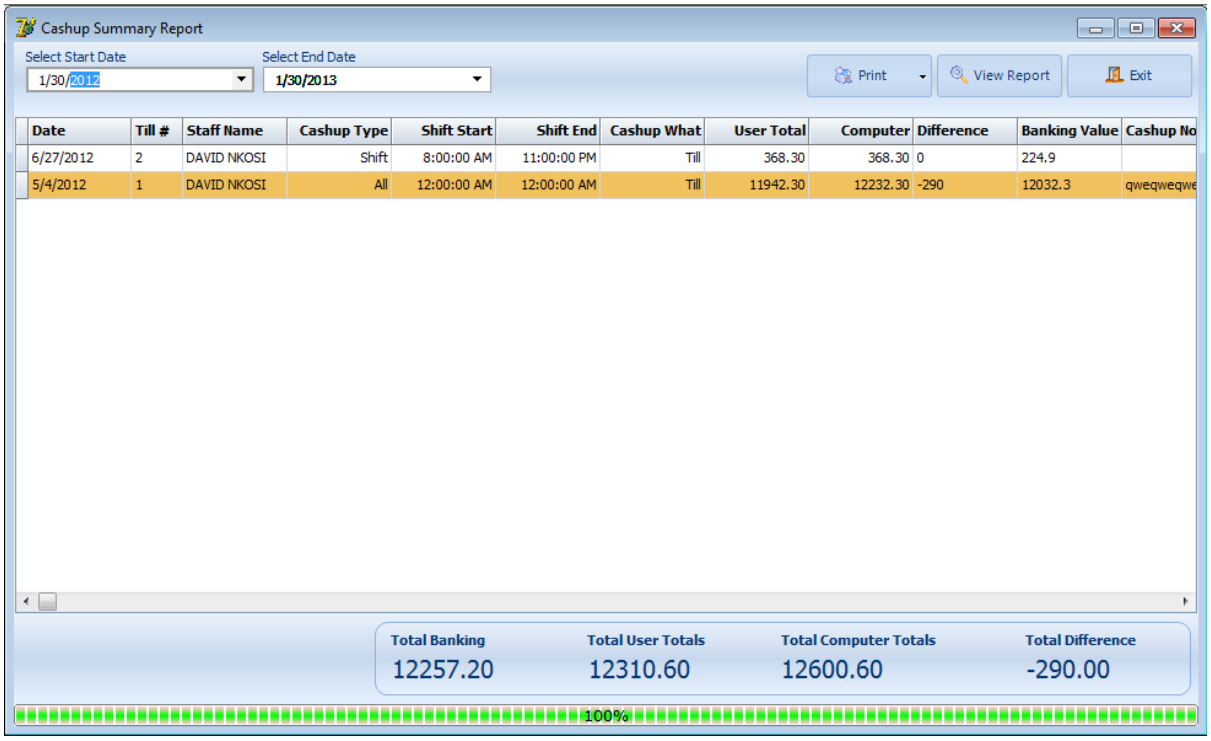
ID	Stock Item Name	Theoretical Usage	Actual Usage	Difference
70000126	SR HAKE BRG PATTY GRILLED 80G	1.00	0.00	1.00
70000117	SR POP PRAWN RECIPE 50G	0.00	0.00	0.00
70000136	SR SOLE (EACH)	0.00	0.00	0.00
70000137	SR SQUIGGLY POPS 100G	0.00	0.00	0.00
70000115	SR STANDARD PACKAGING	7.00	0.00	7.00
70000142	STEERS SALAD BOWL AND LID 500G	0.00	0.00	0.00
52	SUPERLOAF	183171.00	0.00	183171.00
57	SWEET CHILLI SACHET 500!!	252231.00	0.00	252231.00
70000121	SWEET CHILLI SAUCE 2X5L	0.00	0.00	0.00
59	TARTAR SACHET 500	315674.00	0.00	315674.00
63	TASTIC RICE 10X2KG	21081.00	0.00	21081.00
70000118	TOMATO PORTION 40G	0.00	0.00	0.00
60	TOMATO SACHETS 500!!	1380384.00	0.00	1380384.00
70000120	TORTILLA WRAP - GLOBAL WRAPS	0.00	0.00	0.00
88	TUNA SKEWERS	60.00	0.00	60.00
44	VANNAMEI PRAWNS 81-100	178.23	0.00	178.23
33	VINEGAR SACHET (400) !!	680179.06	0.00	680179.06
564	WATER	0.00	0.00	0.00
66	WHITE VINEGAR	5247.00	0.00	5247.00

8.5.3 Actual vs. Theoretical Stock Usage



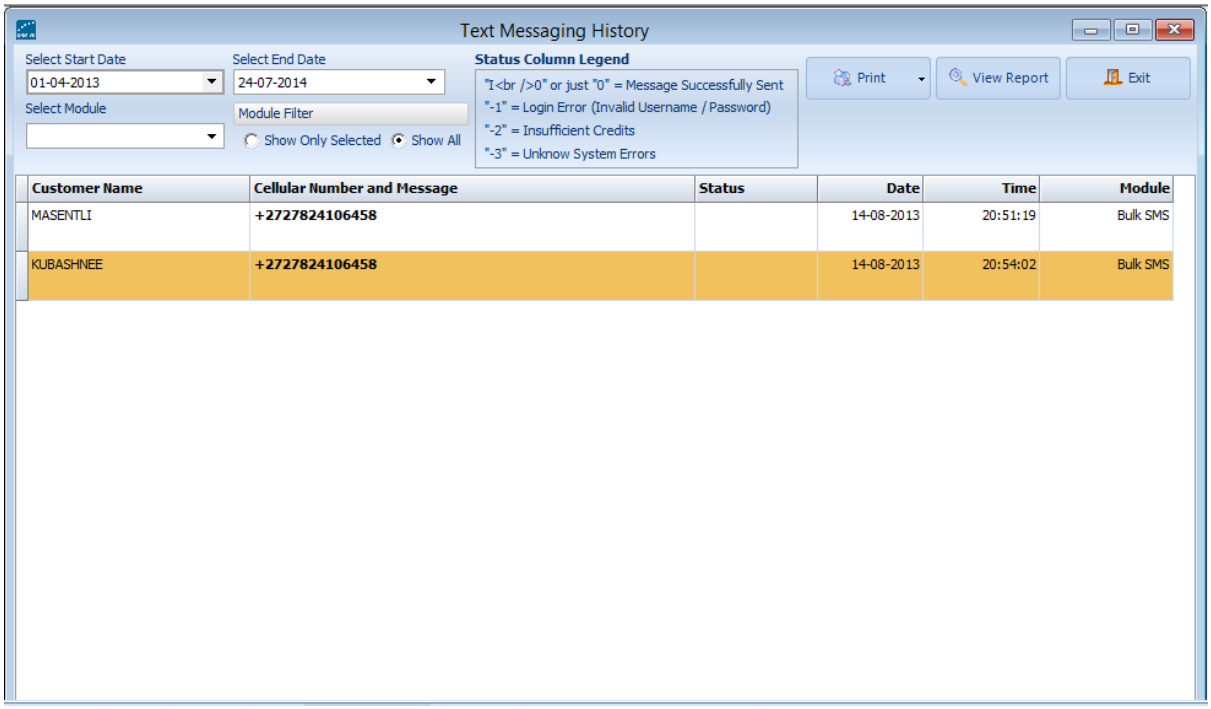
8.6 Cash up Reports

8.6.1 Cash up Summary

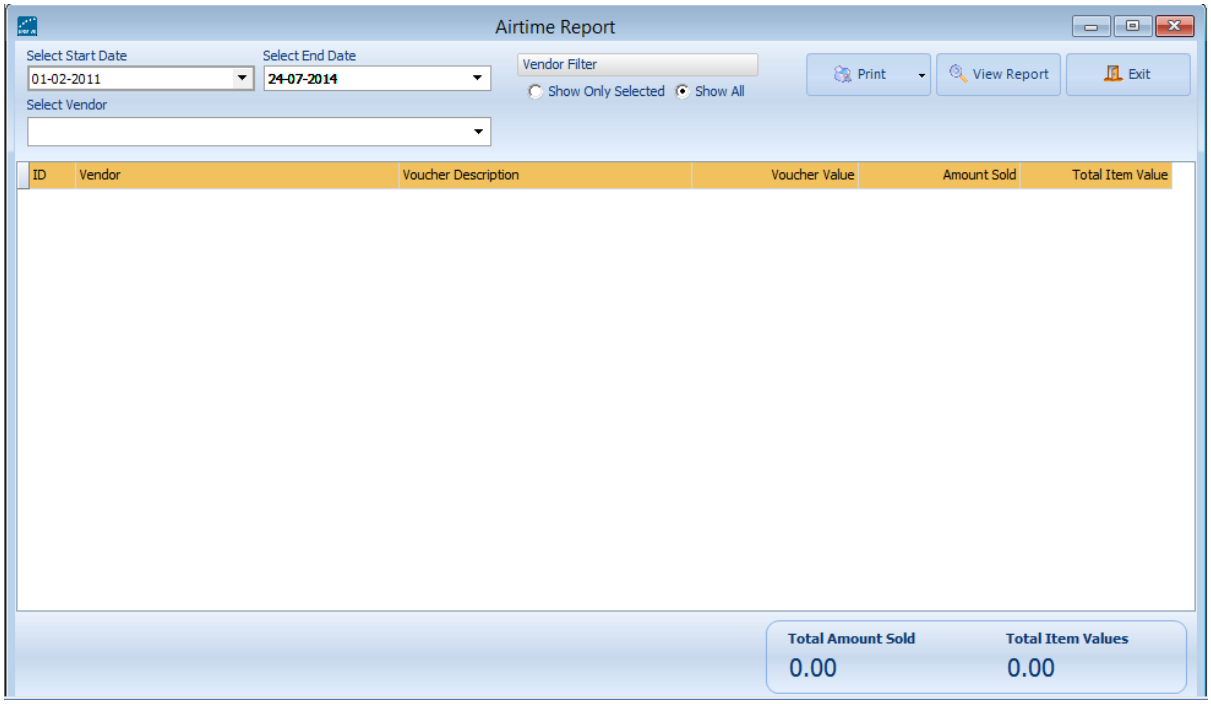


8.7 Cellular Reports

8.7.1 Text Message History

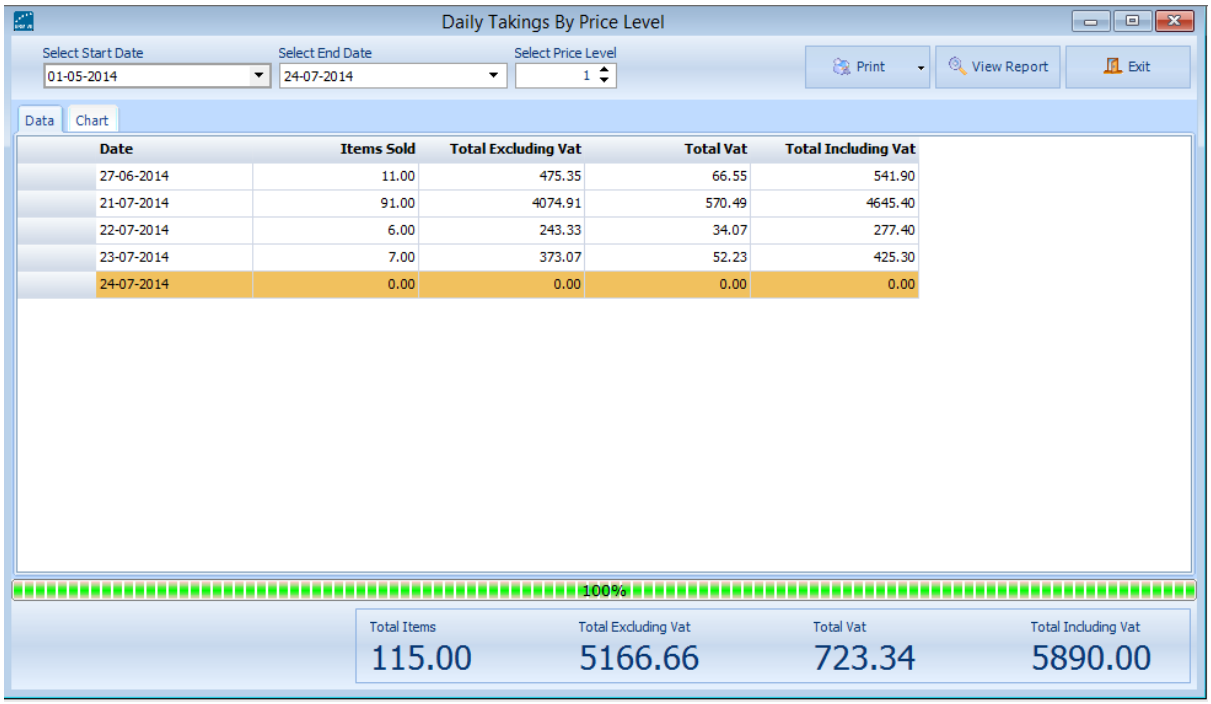


8.7.2 Airtime Vouchers

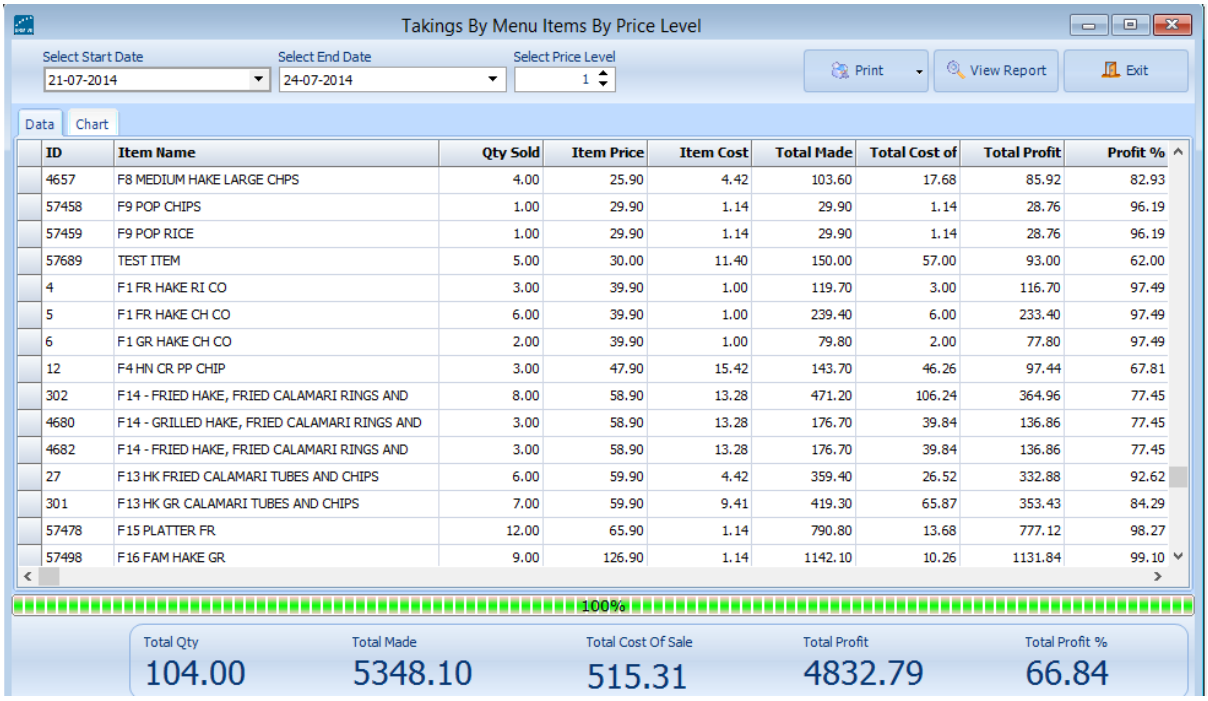


8.8 Price Levels

8.8.1 Daily Takings By Price levels



8.8.2 Takings By Item By Price Levels



9 Setup

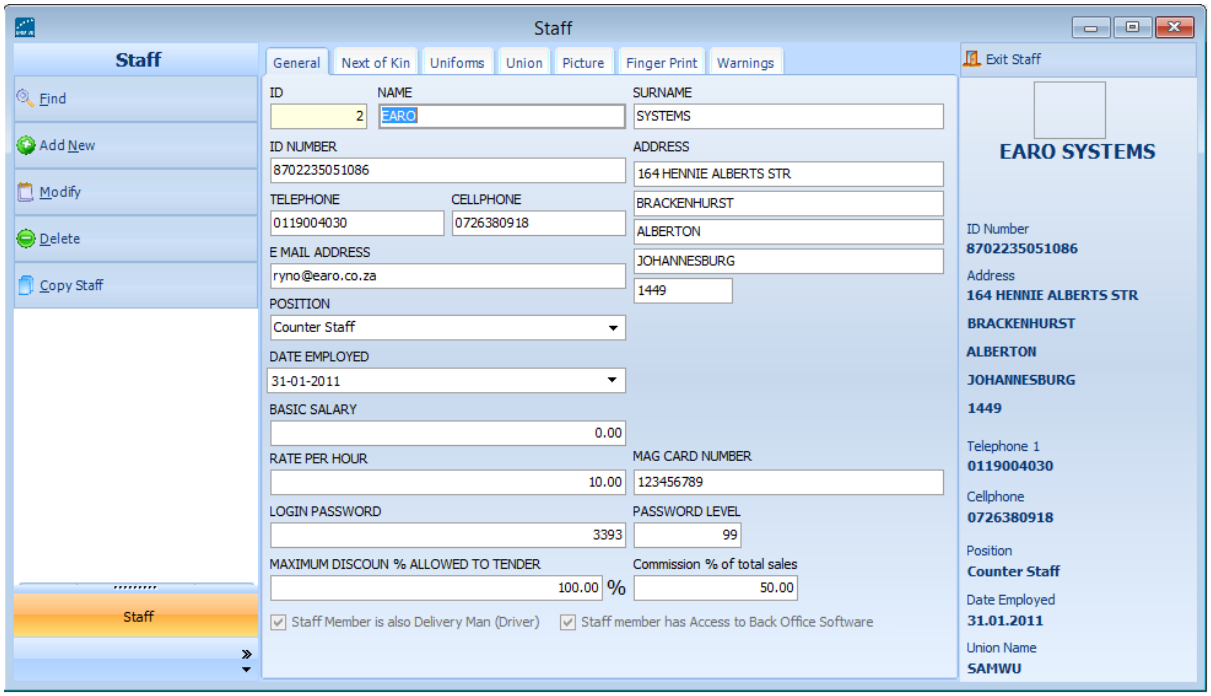
9.1 Back Office Setup

The back office setup function will always be setup by an Earo Consultant.

9.2 Staff Setup

Creating Staff

Go to customers group and click on the “Customers” button.
The suppliers form will open in the control area



Like most of the forms in Retail Manager Version 7 the control buttons are located on the left. Simply click on the “Add New” button and begin completing the necessary criteria. You will notice some additional tabs at the top of the customers form like:

Next Of Kin
Here you will add the next of Kin for the staff member.

Uniforms
Here you will list the uniform for the staff member.

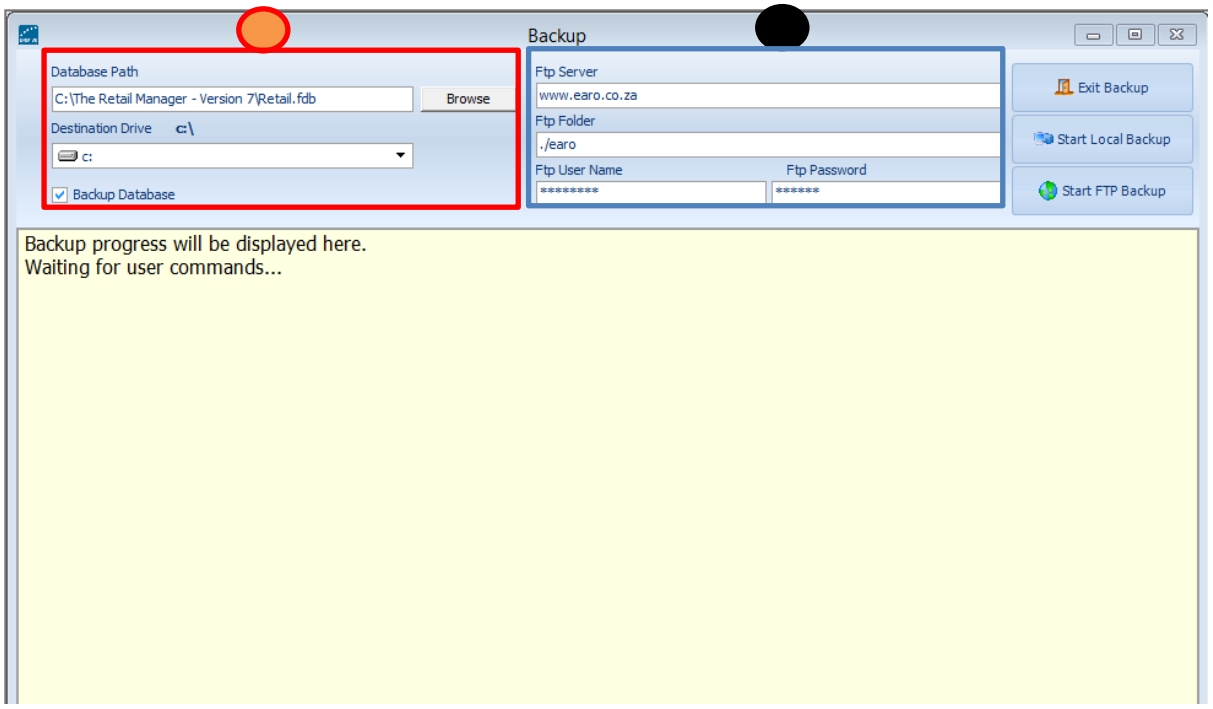
Union
Here you will fill in the staff members union details

Picture
Here you will capture the staff member’s picture (web cam required)

Finger Print
A Earo Consultant will assist with the fingerprint section

Warnings
This is just a place to fill in warning

9.3 Backup



Here you will select the database to be backed up the system by default select the location where your Retail database is located, Using the drop down box for the destination to back up simply select the drive you wish to back up and click on **STAT LOCAL BACKUP**.

If you wish to use this function a Earo Consultant will set it up for you, After the details for the Ftp backup is done all you need to done every time is simply click **START FTP BACKUP**.

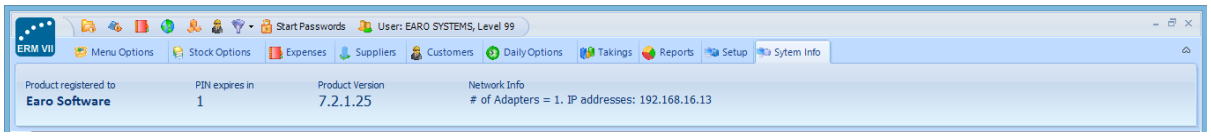
9.4 Help

The help section will be link to this manual

9.5 About

About
EARO Software
IT can be done
Earo Software CC
Version 7.2 (24 January 2013)
CHECK RELEASE NOTES FOR VERSION INFORMATION
www.earo.co.za
Legality
Any and all code, material, images and software architecture is the property of Earo Software and may not be duplicated, copied or reverse engineered in any way what so ever. Earo Software will not be held liable for any loss of whatever kind due to the use of it's software and it's functions. The software at this point is supplied as is.
Under no circumstances can Earo Software CC or any of its affiliated software or hardware vendors be held responsible for loss of business or loss of income due to hardware or software malfunctions. By using this software and its features it is considered that you agree with these terms.
Software Alterations
As a business grows so does its need for a more comprehensive software solution. We would be happy to modify and add to our software to compliment those needs at a reasonable fee
Contacts
Office : +27 11 869 29 54
Website : www.earo.co.za
E-Mail : ryno@earo.co.za , support@earo.co.za, info@earo.co.za
Support hours - Monday to Sunday 8am Till 8pm 364 Days a year
Close
Release Notes

10 System Info



The system info option will display the shop name your days left on your pin and the Retail Manager Version.